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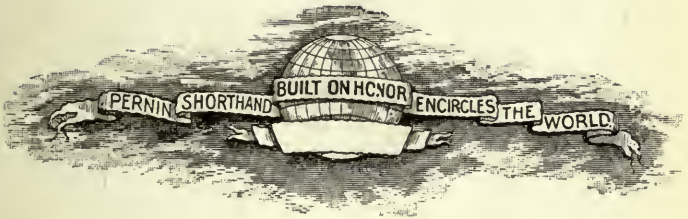
PERNIN SHORTHAND
BUILT ON HONOR
ENCIRCLES THE WORLD

PERNIN'S

UNIVERSAL PHONOGRAPHY

. . . . . THE . . . . . .

SIMPLEST, MOST LEGIBLE AND RAPID
SHORTHAND METHOD IN THE WORLD

AND THE ONLY

STRICTLY PHONETIC, LIGHT-LINE, NON-POSITION, AND
CONNECTIVE VOWEL SYSTEM IN USE.

FOR

SCHOOLS AND SELF-STUDY

THIRTY-THIRD EDITION
REVISED

1917
THE PERNIN PUBLISHING COMPANY
DETROIT, MICH.

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Fac-Simile of Diploma awarded the Pernin Universal Phonography at the World's Columbian Exposition.

Fac-simile

of

Medal

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Pernin's

Universal

Phonography

Z56
P423u
1917

PREFACE.

THE complete revision of our Universal Phonography has been a matter long contemplated; partly for the purpose of incorporating certain improvements which have been made from time to time, and partly to enable us to rearrange the subject matter to conform to ideas suggested by a long experience in teaching, and prepare new shorthand plates throughout the book. Until the present time such a revision has been made impossible by uncontrollable circumstances, and naturally it is with much satisfaction and pleasure that we are now able to present to the public a completely revised text, in the preparation of which neither time nor expense has been spared in an endeavor to produce the best text-book that modern thought and modern workmanship are capable of producing.

In method of presentation this book is completely removed from any other shorthand text-book heretofore published. It will be found distinctive in every feature; and we are sanguine that it will be regarded by teachers and students as distinctly modern and much in advance of all other books of this nature. The plan of dividing the principles into graded lessons, and the admirable simplicity of arrangement which has always been a distinctive feature of

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the Pernin text-book, have been retained. Aside from these general features, however, little resemblance in manner of presentation will be found between this and preceding editions. One marked difference which will be noticed is the treatment of each principle individually. This enables the student to grasp each idea, and to learn to apply all rules pertaining to each given principle without a possibility of confusion, which feature will naturally tend to lighten the teacher's work: from this standpoint the value of the text-book is greatly enhanced. Instructions throughout the book are given fully, illustrations are profuse, and the reading and writing exercises embrace all departments of shorthand work.

The changes introduced, while in no respect fundamental, add much to the speed possibilities of the system, but at the same time detract nothing from its unequaled legibility. These improvements are all so simple and practical that every Pernin writer can readily adopt them with great advantage.

Most important among the alphabetic changes made are the reversion of the characters for ā and ī; the substitution of an elliptical character in place of the circle and dot, for *ow;* omitting the dot from *j*, *ch*, making both double length characters, distinguished from *sh*, *zh*, by a difference in length; the shortening of the strokes *m*, *n*, *ōō*, and *ing;* the substitution of *kr*, *gr*, for *krs*, *grs;* the use of the slurring principle in joining *t*, *r;* *d*, *r;* and the introduction of additional combined consonant strokes for *sm*, *sn*, and

sw. The reason for most of these changes is obvious. Reversing the natural position of long *a* will, it is believed, eliminate all possibility of the confusion which some pupils seem to have experienced in mastering this principle.

We think it is not necessary to enumerate the improvements to be found in the reporting principles — the significance of the various changes will be appreciated when fully understood.

The Publishers take this opportunity to acknowledge their indebtedness, and tender their hearty thanks, to the many Pernin teachers and writers from whom have been received valuable suggestions for the improvement of the system.

INTRODUCTION.

PHONOGRAPHY is derived from two Greek words and signifies writing by sound. Though the art has attained its present excellence only in late years, the idea of obviating the inconvenience of cumbrous longhand writing is a very old one. The origin of the Egyptian hieroglyphics, a system of figures and symbols, is lost in the mists of antiquity. The ancient Hebrews used a system of contractions, the Greeks adopted a like method, the Romans followed their example, and a form of shorthand is also said to have been practiced in Ireland 3,000 years ago. The celebrated Tiro, born a slave on the estate of Cicero, 103 B. C., invented a set of characters, which have come down to us, by means of which much of his patron's eloquence has been recorded. Tiro's system was further developed after his death, and many of these "note-written" manuscripts which were examined in the twelfth and sixteenth centuries, possessed curious and interesting features for lovers of shorthand lore. The laborious students of the Middle Ages employed this useful art of shorthand in various ways. Its obvious advantages were always held in high esteem, and at no period of authentic history do we find its existence entirely ignored.

MODERN ENGLISH SHORTHAND may be said to date from a treatise of arbitrary signs for words published by Dr. Brighte during the reign of Queen Elizabeth in 1588. He was in turn

followed, during the next two hundred years, by Willis, Mason, Rich, Taylor, Gurney, Byron, Mayers, and Lewis. In 1834, phonetic shorthand was invented in England by Thomas Towndrow, who in that year, published a treatise on the subject, and two years later published a revised edition which was sold in the United States as well as in England. In 1837, one year later, Isaac Pitman, who is erroneously claimed to be the inventor of phonetic shorthand, published a work upon the same subject; and from the last-named system, are adapted the Benn Pitman, Graham, Munson, Longley, Burns, Marsh, and others at present in use in this country. Pitman Phonography was first introduced into the United States in 1847.

The Pitman shorthand, though greatly superior to the earlier systems, proved far from satisfactory for general use, and it was not until the publication of Pernin's Universal Phonography that the general demand for a simple, legible, and rapid shorthand was fully met. The Pernin shorthand alphabet is based on that of the Duployan, or Standard French Phonography, which is so admirable in its simplicity and legibility. The system was brought to this country by Prof. Pernin in 1877, and two small editions of the English adaptation were subsequently published, though no effort was made to introduce it at that time. In 1882, a third edition was published, which, while varying widely from the original, retained the leading points of superiority, which made the system so justly famous.

The great aim of the author has been SIMPLICITY — to keep the mind free from embarrassment by employing the smallest number of characters and contractions consistent with legibility and rapidity, and dividing the work equally between the head and the hand. What are termed *shading* and *change of position* in other methods are entirely dispensed with in this. By shading is meant the thickening of cognate signs to distinguish one from the other, instead of making them of different lengths, as in the Pernin. Leading stenographers admit that

this alone detracts at least 25 per cent from rapidity; besides, in rapid writing it is impossible to shade accurately, and consequently great illegibility is the result. This unsatisfactory expedient is employed in the Pitman system, and its various modifications; these also employ three positions, the signification varying as the word is formed upon the line, above it, or beneath it. Only the consonants of words are combined; the vowels, when used, which is very rarely, are indicated by dots and dashes placed outside the word, necessitating in both cases a constant shifting of the hand in writing. This naturally hinders speed, while the omission of the vowels greatly impairs the legibility of the writing.

However phonetic the systems of Pitman and his adapters may appear to be in theory, in practice they deviate widely from the true phonetic principles which should consist not only in writing by sound, but also in writing the vowel after the consonant without raising the pen or pencil. As the vowels are omitted in reporting, the consonantal outline alone remains, and as this outline is often the same for many words of widely different meaning, the reading is largely a matter of guess work. One reviewer, a former Pitman writer, gives a list of over 100 words and phrases, *all represented by the same outline* in the Pitman shorthand. This ambiguous feature, together with the shading of consonants of the same length and appearance to indicate different signs, and many other arbitrary contrivances, make the study of such complicated systems not only a perplexing and time-wasting work, but a brain exhausting one as well.

The Cross shorthand employs characters to represent letters instead of sounds as in phonography, and uses *seven positions* in writing. It also shades the following letter to indicate *r*, which, as *r* is the most frequently recurring consonant, causes a general shading of the writing. Lindsley's Tachigraphy is also a shaded system, differing somewhat from the Pitman

method, on which it is based. It has a partial connective vowel scale, but the vowels occasion so many angles in combining with the consonants that although there is a gain in legibility over the Pitman, there is a decrease in speed.

The PERNIN shorthand possesses none of these disadvantages. No shading whatever is employed; the vowels are represented by small circles and half circles, written *in the body of the word* in the natural order in which they occur, their formation enabling them to be quickly united with the consonants while causing few angles. Nothing can be more simple or more legible than the principal manner of contracting in the reporting style, by which the leading part of the word is written and the first sign of the next word placed in proximity to indicate the balance. A few of the most familiar and frequently recurring words only are formed into word-signs, and these are so full and so suggestive, that they can scarcely be termed arbitrary. The writing is entirely lineal in the simple style, and almost entirely so in the reporting, this alone adding greatly to speed of writing, as the use of position requiring the constant raising or dropping of the pen or pencil is in itself a serious drawback to rapid execution. It must not be understood here that the simple and reporting styles are two distinct forms of writing. What is called the reporting style is only a continuation of the first five lessons, termed, for convenience, The Simple Style.

These advantages give to the Pernin Phonography a great superiority over all other methods of shorthand; and the fact that it can be learned and used practically, in less than *one-half the time* it usually takes to acquire the *principles* of other shorthands, explains the remarkable revolution in shorthand writing which has been witnessed during the past two decades, dating especially from the fourth edition of Pernin's Universal Phonography, published in 1886.

From 1886 to the present time, the system has advanced with rapid strides. The intense popularity so quickly won by

the Pernin when first presented to the public has constantly increased, until to-day, this light-line, connective vowel shorthand is taught and written in every country in the world. The very logical reason for this stupendous success will be found in the statement made by the President of one of our leading Business Colleges who well said: "*We teach the Pernin shorthand in our college, because our students learn it in one-fourth of the time they would be obliged to devote to the study of other shorthands to accomplish a like result. We know this from our experience in teaching other systems.*"

One particularly strong evidence that the Pernin shorthand is generally regarded as being based on principles fundamentally correct, has been the appearance during the past few years of numerous light-line, connective vowel shorthand methods, based on this method. Some of these were suppressed, owing to the flagrant violation of the copyright laws, they being almost literally copied from the Pernin text-book; others are still being extensively advertised. Such success as these systems have attained has, of course, been due largely to their imitation and application of the principles of the Pernin; but the alteration of the names of vowels and other signs and their different application, to avoid too close a resemblance to this method, has destroyed the harmony of the principles existing in the Pernin, and, in consequence, neither the same degree of simplicity, legibility, nor speed is attainable in them as in the original Pernin shorthand.

What may also, at this time, be regarded as very significant, is the growing tolerance among Pitmanic authors and writers on the subject of connective vowels, and the frantic efforts of the former to simplify their cumbrous and complicated methods in an endeavor to meet the modern demand created by the Pernin. One of the best known Pitmanic authors and writers, Isaac S. Dement, has frankly admitted that he is convinced that *connective vowels are absolutely essential to com-*

plete legibility. Such a statement from so prominent a Pitmanic writer, fully supporting a principle which has proved a bone of contention for many years, cannot but have a weighty influence in behalf of Pernin's Universal Phonography.

The following graphic expression of opinion from one who had used different Pitmanic shorthands for a quarter of a century so fully covers the subject that we cannot refrain from giving it a place here:—

The PERNIN shorthand is firmly established. It is not — never was — a mere experiment. It is here to stay. It has steadily made its way, by its merit alone, against an active, organized and unscrupulous opposition of the Pitman systems and interests, until now the PERNIN is taught in over a thousand schools and colleges, and its writers are employed in all kinds of shorthand work throughout the land from sea to sea. The PERNIN system began its existence in 1886. The Pitman dates back to 1836. Many Pitman writers have abandoned that system and have taken up the PERNIN. I have not heard of any one, abandoning the PERNIN to take up the Pitman, nor have I heard of any one returning to the Pitman after leaving it for the PERNIN. It is useless to argue against prejudice. There are and always will be some people who resist change and progress, as there are old ladies who prefer tallow candles to the electric light, and there are people who yet cling to the antiquated, three position, heavy dot and light dot, heavy dash and light dash, heavy stroke and light stroke, and ten-thousand-word-sign system of Pitman-Graham-Munson. In the PERNIN there are no shades, no shadows, no positions, no arbitrary word-signs, no "Logographs," no "Logograms," no Greek, and no Geometry, no theory about lines of beauty and lines of speed, no halting to insert dots and dashes of varying thickness, no "Diphthongal Glides," no "Coalescents," no "final Hooks," no "Nominals," no "Sir-an" loops, no special iron-

clad rules, no "Phraseographs," no "Reporting Phraseograms," and no perplexing nonsense whatever. There are about thirty alphabetic characters, a few combinations of three characters, three forms for contracting long words, a few simple signs for prefixes and suffixes, and the rest is write write-write and read every word you have written, and any person so doing will soon find himself a rapid writer and reader of the PERNIN shorthand.

ADVICE TO LEARNERS.

ON beginning the study of phonography, the student, after first procuring the necessary text-books, must provide himself with the tools for working, viz., the proper kind of paper and pencil. Reporters' pads, consisting of unglazed paper with wide spaces between lines, and a slender No. 2 lead pencil with rubber tip, are the best materials for practice. A list of phonographic requirements for the use of students will be found appended to the present work. Pen and ink should not be used in learning, as they are not so convenient as pencils; besides, in the Pernin system, where no shading is employed, no necessity exists for their use.

Stenographers, as a rule, hold the pencil between the first and second fingers, keeping it in place with the thumb; this need not be considered an arbitrary position however, the convenience of the writer being consulted in that respect.

The hand should be held in a position more nearly upright than when writing longhand, in order that the vertical signs may be correctly formed.

The alphabet is divided into five graded lessons, thus rendering the acquisition of the art so easy that the learner finds the work a real pleasure from the beginning. By thoroughly fixing in the mind the signs of one lesson and their combination in words before taking up another, you will find at the end of the fifth lesson that you have thoroughly mastered the fundamental principles with a few hours, or at most a few days' study, according to your mental aptitude.

After the alphabet is learned in this way, continue to practice upon it at least thirty minutes each day during the entire term of study. This is one of the best means of gaining speed. Instead of going over the entire alphabet at once, write each character contained in it as many times as you can in one minute, and continue this for thirty minutes. You will find your speed perceptibly increased in a short time by this practice.

Trace the signs accurately, slowly, and with the same degree of precision that you would exercise in drawing. Do not try to write rapidly in the first lessons, or until you can make your signs readily and of proper size and form. Rapidity will come by practice and repetition, but if a careless habit of making the characters is formed at the beginning, it will hinder your progress all through the study. Accuracy is the first essential, as the correct rendering of

your notes depends entirely upon it. It is worse than useless to spend time in attempting to write shorthand rapidly, if through carelessness in tracing the signs, you are unable to translate your notes readily. "Make haste slowly" is a good motto for beginners in shorthand.

Exercises should be first written, then carefully reviewed, and the errors corrected; after that they should be rewritten several times until each word can be formed without hesitation. Read over each exercise from your own notes until the characters become familiar and are easily deciphered. The writing of each day should be carefully reviewed and read on the following one, and again some days later. The learner will thus acquire a ready familiarity with his notes which can be obtained in no other way, and will be able in subsequent lessons to avoid errors made in preceding ones. Knowing the difficulty that self-taught students usually encounter in learning to write phonetically, the lessons have been arranged with a view of overcoming this obstacle as far as possible.

The entire principles of the Pernin shorthand are given in ten graded lessons, which are subdivided for easier acquisition and to enable the learner to become thoroughly grounded in one principle before passing to the next. It is the desire of the author that Pernin writers should attain a high degree of rapidity, and to do this, it is very important that a thorough acquirement of the principles of the system be had before speed practice begins. When the mind hesitates to recall a sign, a contraction, or a phrase,

the fingers halt, and time is lost that would have been gained for speed had each principle been on the finger tips, so to speak. To this end, study, read, write, and review again and again, until shorthand, like longhand writing, becomes largely a mechanical process. Instruction in the best and quickest mode of obtaining speed, when this is accomplished, will be found in this text-book following the completion of the principles, also in the pages of THE PERNIN STENOGRAPHER. By following the foregoing advice, the aspirant to phonographic honors may justly hope for the highest success.

PART I.

PERNIN'S PHONOGRAPHIC ALPHABET.

CONSONANTS

NAME	SIGN	PRONOUNCED
P		pŭ as in *pay*
B		bŭ as in *bay*
K		kŭ as in *key*
G		gŭ as in *go*
F		fŭ as in *few*
V		vŭ as in *van*
T		tŭ as in *too*
D		dŭ as in *dot*
R		ĕr as in *ray*
L		ĕl as in *lay*
M {em, im		ĕm as in {*May* *rim*
N {en, in		ĕn as in {*Nat* *men*
S		sŭ as in *sown*
Z		zŭ as in *zest*
SH		shŭ as in *show*
ZH		zhŭ as in *azure*
CH		chŭ as in *chat*
J		jŭ as in *joke*
H		hŭ as in *haul*
TH		thŭ as in *thin*
NG, ING		as in *hang, bring*

VOWELS AND COMBINATIONS

NAME	SIGN	PRONOUNCED
ă		as in *lad*
ạ, ŏ		as in *all, odd*
ō		as in *old*
ā		as in *aid*
ē		as in *heed*
ĕ		as in *head*
ī		as in *hid*
î		as in *hide*
ū		as in *use*
o͝o, ŭ		as in *look, up*
o͞o, w		as in *ooze, will*

COMBINATIONS.

an		as in *man*
um } om }		{as in *Tom* as in *hum*
un } on }		{as in *gone* as in *fun*

These combinations are used only when short *a*, short *o*, or short *u* precede *m*, *n*,—not when the long vowel sounds occur.

DIPHTHONGS.

ow		as in *pout*
oi		as in *oil*

Note.—All shorthand characters are written *downward* or *forward*, except those indicated otherwise by the arrow.

INTRODUCTORY INSTRUCTIONS.

PROPORTIONS

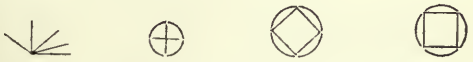
Article 1. The distinction between cognate signs, as *p, b; t, d; k, g,* etc., is one of length. This distinction takes the place of shading—*a source of confusion and a hindrance to speed*—which is employed in other systems. Fundamentally but *two lengths* are employed, the single and the double; e. g., *p* is a short stroke, *b* its cognate is twice as long; *k* is short, *g* is twice as long; etc.; but as an aid to securing the correct lengths of the various alphabetic signs, four definite relative lengths are given, of which the *r* stroke, about *one-eighth of an inch* in length, is taken as the unit.

The student should make constant reference to the following table until the relative proportions of the signs are well fixed in the memory.

1. f, p, w, t, th, m, n, an, om, on, o͞o, u͞, kw, ng, ing. The length of r.
2. v, b, g, d, l, sm, st, sp, sk, kr, sw. Twice the length of r.
3. sn, gr, str, spr, skr, skw. Three times the length of r.
4. The curved strokes s, z; sh, zh; etc., are one and one-half times the length of r, or about three-sixteenths of an inch long; ŭ is also about three-sixteenths of an inch in length, while j, ch, are twice as long. i is one-half the length of r.

From the accompanying diagrams, the proper slant of consonant stems and the correct shape of curved characters may be determined. *R, l,* are written at a slant of 25 degrees; the slant of *f, v, k, g,* should be about 40 degrees. An exception is made when *k, g,* precede or follow *r, l,* when they are written at a slant of 75 degrees.

As will be noted, *m*, *n*, *an*, *s*, *sh*, *ing*, etc., are quarter segments of circles, varying in size according to the proportionate lengths of the characters.



PHONETIC SPELLING.

Article 2. Write only the *sounds* of which words are composed. Thus, for *tough*, write t ŭ f; *through*, th r o͞o; *ache*, ā k; *aim*, ā m; etc. This phonetic spelling will be ascertained by pronouncing a word very slowly and observing the distinct sounds. A dictionary having the phonetic spelling inserted after the printed form, will prove helpful to beginners.

Article 3. Do not attempt to memorize the alphabet as a whole. A few of the signs are introduced in each of the succeeding lessons, until all are learned. In practicing each lesson, observe the following order of study:—

1. Write several lines of each character, pronouncing the sound while tracing the sign.

2. Translate the Reading Exercise and then copy accurately on paper.

3. Transcribe the Writing Exercise into shorthand and compare with the printed key. Note all errors and rewrite the corrected forms several times.

LESSON I.

CONSONANTS: P | ; B | ; K / ; G / .

VOWELS: ă ○ : ạ or ŏ ○ ; ō O ; ī ⁄ ; ū ⌿ .

Article 4. *P* and *b* are vertical strokes traced downward; *k* and *g* are oblique strokes traced downward from right to left. The strokes for *p, k,* should not exceed one-eighth of an inch in length, while *b, g,* are made twice as long. *G* has two sounds, the *hard* sound, as in *go, gap,* which / represents, and the sound similar to, and represented by *j,* as in *gem, gentle.*

The circles for *ă, ạ* or *ŏ, ō,* increase in size as the vowels increase in broadness of sound; thus *ă,* as in *bat,* is the shortest in sound and is represented by the smallest circle; *ạ, ŏ,* as in *fall, pod,* is a broader sound and a larger circle; *ō* as in *boat,* is the broadest in sound and the largest in size. For correct sizes and proportions of circles refer to alphabet, page 3.

ū and *ī* are written almost like the printed characters. The dot is seldom used on *ī* except when this character stands alone. *ī* is one-half the length of *r,*

and is traced downward from right to left; when it precedes or follows *k, g,* a slight tick is made to separate the two; or, *k, g,* may be dotted; as in *like, l i k* ; *tiger, t i g r* .

MEMORY AIDS. The pupil who desires to master the alphabet quickly should impress the signs on his memory by mnemonic helps, similar to those given below. After the signs are learned, there is, of course, no further need of these aids, but considerable time will be saved in the beginning by their use.

ALPHABETIC PRACTICE.

Article 5. Throughout the entire course of study, at least a few minutes each day should be devoted to practicing on the alphabetic characters. As it will not be possible to write a full outline with any degree of facility, until the individual characters can be *correctly* and rapidly formed, the importance of such daily practice cannot be too strongly emphasized.

Write at least five lines of each separate sign, and then five lines of the cognate signs, observing closely the difference in length and size. Practice until each sign can be made readily and accurately, and read without effort.

ILLUSTRATIVE OUTLINE OF ALPHABETIC PRACTICE.

P,

B,

P, B,

K,

G,

K, G,

ă,

ą, ŏ,

ō,

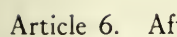
ă, ą, ŏ, ō,

ī,

ū,

ī, ū,

POSITION OF VOWELS.

Article 6. After practicing separately on the vowels and consonants given in Lesson I. observe that they are joined in words according to the following diagrams,  ; that is, the circles are traced to the *left* of the down strokes, at the *beginning*, *middle* and *end* of words, except when preceded by a vertical and followed by a right oblique, as in the word *pack*, . Circles are always traced *outside* of angles.

The circle for *a*, *o*, represents not only these, but all approximate sounds for which no definite sign is provided. It is thus used in the words *far*, *fall*, *for*, although the vowel sounds are slightly different.

Whenever any intermediate sound occurs, having no distinct representation of its own, the sign which approximates most closely to it is employed.

STUDY OUTLINE.

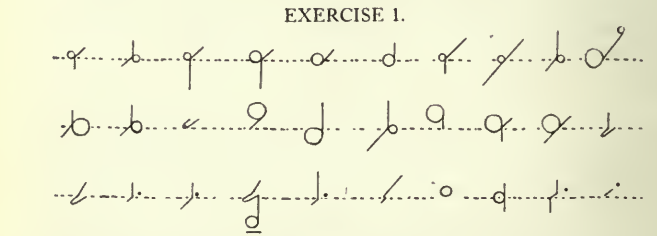
Article 7. Transcribe Reading Exercise I. without referring to the Writing Exercise except when absolutely necessary. Study each word carefully, and note its formation so that you will readily recognize it when you see it again. Then cover the Reading Exercise and proceed with the Writing Exercise. When this is completed, compare it with the Reading Exercise and correct where necessary. Write each

corrected form at least a dozen times. Go over Exercise 2, until you are sure that you can write each word correctly and without hesitation.

LINEALITY.

Article 8. As an aid to preserving lineality of writing and securing correct proportions of characters, ruled paper should be used by the student in the preparation of lessons. The initial or first *up* stroke in each word should begin on the line, and the first *down* stroke should rest on the line. If a circle or a horizontal stroke precedes the first down stroke, the down stroke rests on the line. When a circle precedes the up stroke or follows the down stroke, trace it beneath the line. For illustrations note the following:

EXERCISE 1.



Constant care must be exercised by the student to keep the shorthand characters as *small* as they should be written. The *short* stroke should be made with the "tick" movement used in forming the short stroke of a check mark (✓), rather than with a *stroke* movement.

EXERCISE 2.

Cap pack cab cob caw paw gap gag back
kăp păk kăb kŏb kạ pạ găp găg băk
Balk bog beau eye poke ope cope oak coke
bạk bŏg bō ī pōk ōp kōp ōk kōk
You pew cue Cuba pie pike buy Ike guy bike
ū pū kū kūbạ pī pīk bī īk gī bīk

WORD SIGNS.

It is found by experience that learners are frequently confused by being obliged to write such simple words as *the, for, of, all,* etc. in full during the first few lessons, only to unlearn these forms when the word signs are reached. For this reason a few of the simplest word signs, most of which are represented by alphabetic characters, are presented in each of the first five lessons. Those introduced here are represented by the signs already learned.

a, at	○	*you*	∪	*could, quite*	/
all	○	*we*	∩	*go, good*	/
owe, own	○	*put*	|	*be, but, book*	|

REVIEW

Name the vertical stems; the oblique.

What proportion does *p* bear to *b*? *k* to *g*?

Which signs are traced down from right to left? Name the vowel circles. How are they distinguished? When should the circles be traced to the left in joining with stems? When to the right? What sounds do the vowels *ạ, ŏ,* represent? Give examples. How long are the strokes *t, f, p, k*? What is the shortest down stroke? How is *ī* joined to stems traced in the same direction? When must it be dotted? What proportion does *i* bear to *r*?

LESSON II

CONSONANTS: T — D —— ; F \ V \ ; R — L —

H • TH ⊥

VOWELS: oo, w ⌒ ; o͝o, ŭ ‿

Article 9. *T* and *d* are horizontal strokes traced forward; *f* and *v* are oblique strokes traced downward from left to right; *r* and *l* are always traced *up* and thus distinguished from the down strokes *k* and *g*. The aspirate *h* is represented by a dot, but when *h* occurs in the middle of a word, the dot is omitted. It may also be omitted generally by advanced writers, unless its use is demanded for legibility. *Th* is represented by the *t* sign with the *h* dot above it.

MEMORY AIDS. These consonant signs can readily be fixed in the memory by associating them with the following diagrams:

It will be noted that *t* is represented by the horizontal stroke of the letter t. *F*, *v*, are represented by the down stroke of the letter **V**, while the up stroke of the same letter represents *r*, *l*.

ALPHABETIC PRACTICE.

(See Article 5.)

T,

D,

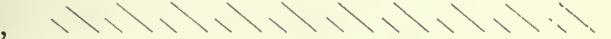
T, D.

F,

V,

F, V,

R,

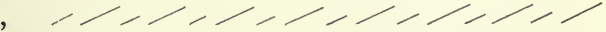


L,

R, L,

H, TH,

o͞o, w,



o͝o, ŭ,

o͞o, w; o͝o, ŭ,

Article 10. The combination *wh*, as in the words *what, when,* etc., is phonetically *hw*, and hence these words are written in shorthand, h oo a t, h oo en. Proper names are underscored by a dash ——— . The period is represented by the sign × . (For additional punctuation marks, see page 113.) When cognates, such as *t, d; l, r;* etc., follow each other, they are separated by a slight tick; thus, *td*, *ted* —— , *lr* —— . When *ted* or *ded* occur, *e* may be omitted and a lengthened *d* written. (See Art. 31).

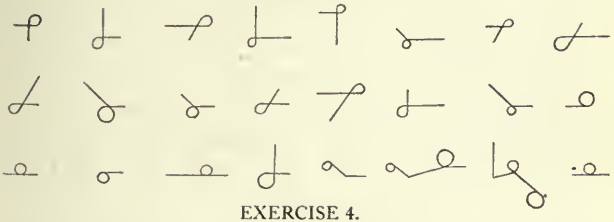
Article 11. The rule for uniting medial circles is: Trace the circle *outside* of the angle; thus, *bat*, *pack* , *cat* , *calf* , *tack* , *tall*

T — , D —— , TH — .

Article 12. In joining circles to the horizontals *t, d*, and *th*, observe the following diagram: Trace the circles below horizontals at the beginning of words; above at the middle; and above at the end of words, except before the up strokes *r* and *l;* as in *add*, ă d —— ; *talk*, t ạ k ; *dough*, d ō —— *tall*, t ạ l .

Article 13. Initial and final circles are traced to the left of *f, v*, thus: . Examples: *afar*, ă f ạ r ; *over*, ō v r ; *foe*, f ō

EXERCISE 3.



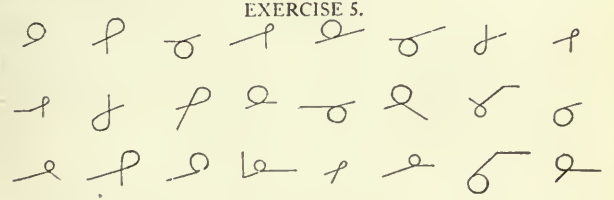
EXERCISE 4.

Top bought dock bad tab fad tack code
t ŏ p b ŏ t d ŏ k b ă d t ă b f ă d t ă k k ō d
Got vote fought caught dog pod vat tow
g ŏ t v ō t f ŏ t k ạ t d ŏ g p ŏ d v ă t t ō
Taught ought dot boat aft afloat bravo
t ạ t ŏ t d ŏ t b ŏ t ă f t ă f l ō t b r ạ v ō

R — , L ⁄ .

Article 14. In joining circles to the *up* strokes *r* and *l*, observe the following diagram: . Trace the circles to the right of up strokes at the beginning, and to the left in the middle, and at the end of words; as, *or*, ō r, ; *roll*, r ō l *low*, l ō

EXERCISE 5.



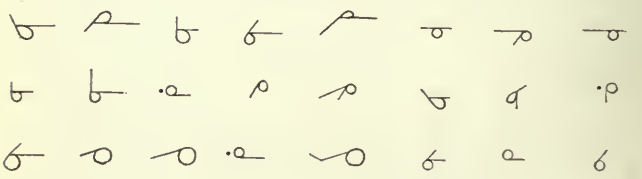
EXERCISE 6.

Row	rope	tore	lap	roll	par	rap
rō	*rōp*	*tōr*	*lăp*	*rōl*	*pạr*	*răp*
Trap	pour	rogue	wrote	door	rove	fault
trăp	*pōr*	*rōg*	*rōt*	*dōr*	*rōv*	*fạlt*
Laugh	lope	low	broad	old	oar	road
lạf	*lōp*	*lō*	*brạd*	*ōld*	*ōr*	*rōd*

OMISSION OF R.

Article 15. As conducive to speed, the sign for *r* may be omitted after circles, and the omission indicated by tracing the circles in a reverse position *to that in which they would ordinarily be written if the r did not occur;* thus *lord* is written ; *torn* ; being distinguished from *laud* and *tone* ; by the position of the circles. When *r* occurs between two circles it may not be omitted. As a *final* stroke, there is frequently nothing gained by the omission of *r*, especially after t, d, f, v, b, ōō, and m.

EXERCISE 7.



EXERCISE 8.

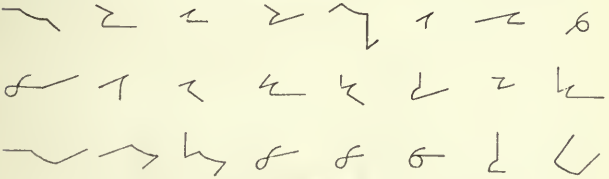
Ford	roared	port	card	dark	tart
fōrd	*rōrd*	*pōrt*	*kạrd*	*dạrk*	*tạrt*
Lard	part	bard	heart	ark	lark
lạrd	*pạrt*	*bạrd*	*hạrt*	*ạrk*	*lạrk*
Fort	dart	harp	cored	car	roar
fōrt	*dạrt*	*hạrp*	*kōrd*	*kạr*	*rōr*

ōō, w ◜ , o͝o, u ◡ .

Article 16. *ōō*, *w*, is a quarter circle traced downward from right to left, the concave opening to the right. It is the length of r.

o͝o, *u*, is a curved stroke traced downward from left to right, the concave opening upward, Its length is one and one-half times that of *r*. The slant of the *o͝o*, *ŭ*, stroke is about 20 degrees.

EXERCISE 9.



EXERCISE 10.

Tough	food	root	fool	rubber	rue
tŭf	*fōōd*	*rōōt*	*fōōl*	*rŭbr*	*rōō*
Loot	walk	waddle	loop	roof	crude
lōōt	*wak*	*wadl*	*lōōp*	*rōōf*	*krōōd*

Proof	pool	tour	brood	dull	luck
p r o͞o f	*p o͞o l*	*t o͞o r*	*b r o͞o d*	*d ŭ l*	*l ŭ k*
Brook	wall	war	ward	boot	gull
b r o͞o k	*w ạ l*	*w ạ r*	*w ạ r d*	*b o͞o t*	*g ŭ l*

MISCELLANEOUS.

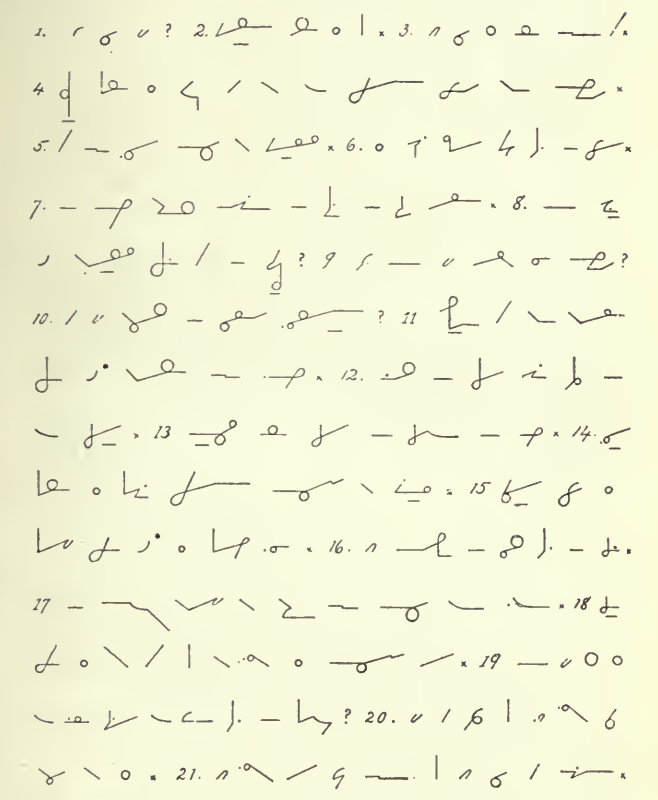
1. Ope, oak, ochre, ogre, ought, oat, ode, Ida, Poe, beau, cope, gap.
2. Ruth, toe, dough, throw, awe, law, row, few, vote, pack, ball, bold, gag.
3. Tack, tall, tool, toll, cull, gull, tap, top, dope, dole, door, hole.
4. Hoard, board, bard, card, core, cry, guy, fry, fie, vie, pie, tie, die.
5. Part, parted, pirate, taller, woe, wall, wag, walk, wore, wool, wad.
6. Why, wire, wile, wipe, wide, bite, ride, type, fire.

WORD SIGNS

do	—	*who*	◜	*to* / *the*	—
less	⟋	*of, us*	⌣	*with* / *thing*	∴
for, full	⟍	*very*	⟍		

These word signs are frequently phrased to advantage; as, *for-the* ⟍_, *to-the* —_ , *of-the* ⌣_ etc. *The* is never joined initially to the word following, and is thus distinguished from *to* which is joined to the word following whenever convenient.

EXERCISE 11.



*See page 42.

EXERCISE 12.

1. We are all taught to do good.
   * ạr * tạt * * *
2. A ripe apple grew by the wall.
   * rīp ăpl grōō bī * ōōạl
3. Who are you? Claude. wrote a book.
   * ạr * klạd rōt * *
4. Go to the hall door for Clara.
   * * * hạl dōr * klărạ
5. Why do you laugh at the doctor?
   hōōī * * lạf * * dŏktr
6. Could you follow the orator, Harold?
   * * fŏlō * ŏrătr hărŏld
7. Dora taught Poll the parrot to talk
   dŏrạ tạt pŏl * părŭt * tạk
8. Throw the ball right back to us, Paul.
   thrō * bạl rīt băk * * pạl
9. Hal brought a gold dollar for Ida.
   hăl brŏt * gōld dŏlr * īdạ
10. Do Ruth and Flora go to Cuba?
    * rōōth * flōrạ * * kūbạ
11. The dog Fido tried to bite the lad.
    * dŏgfīdō trīd * bīt * lăd
12. Bob brought a cup quite full of cold
    bŏb brŏt * kŭp * * * kōld
    water for the doctor.
    ōōạtr * * dŏktr

Note.—The asterisk (*) represents a word-sign.

13. Carl wore a blue coat and a black hat.
kạrl o͞o ōr * blū kōt * * blăk hăt

14. Robert go for the flat boat and float to
rŏbrt * * * flăt bōt * flōt *
the dock.
* dŏk

REVIEW.

Name the consonants at the beginning of Lesson II. Which are the up strokes? Name the horizontals. Name the vowels given. In what position are circles traced at the beginning of words, when followed by **t, d**? At the middle and end? Make a diagram. In what position are circles joined to up strokes **l, r**, at the beginning of words? How at the middle and at the end? Illustrate by diagram. What consonant sign is usually omitted after circles? How are the circles traced to indicate the omission of **r**? When is **r** retained? What is a word-sign? Write the simple word-signs found in Lesson II. What simple words may be joined?

LESSON III.

CONSONANTS: M ⌒ N ⌣ .

VOWELS: ā ⊃ , ē ∪ , ĕ ∩ , ĭ ⊂ .

M, *n*, are small quarter circles traced *downward* from left to right, the concave of *m* opening to the left, and that of *n* to the right.

The characters representing the vowels treated in the present lesson are named the SMALL HALF CIRCLES, in distinction from the circles representing *ă*, *ạ* and *ō*. In joining these signs to others in words, they should be traced so as to avoid angles as far as possible, while retaining the general position of the sign. To this end they can frequently be written so as to form part of the preceding or following sign. Thus: *bit* ⌊ , *red* ⌒— , *feet* ⌣— , *fate* ⌣ , *pepper* ⌙

MEMORY AIDS. To assist in memorizing the signs in the present lesson, the following will be found suggestive:—

⌒ ⌒ ⌣ ⌒ ∪ ⊖ ∩ ⊖ ⊂ ⌒

WORD SIGNS

Agent ⊃ ; *error* ∩ ; *he* ∪ ; *his, is* ⊂ ; *yet yes* ∽ ; *much, more, meant* ⌒ ; *no, know, not.* ⌣ .

ALPHABETIC PRACTICE (See Article 5).

M,

N,

M, N,

ā,

ĭ,

ā, ĭ,

ē,

ĕ,

ē, ĕ,

M , N

Article 17. The circles are traced *inside* the curve of *m*, except when followed by the back strokes *k*, *g*, *ōō*, *ī*. The circles are traced *outside* the curve of *n* when followed by *t*, *d*, *r*, *l*, *sh*, *j*, and *inside* when followed by all other signs. Initial and final circles are traced inside of the curves *m*, *n*.

EXERCISE 13.

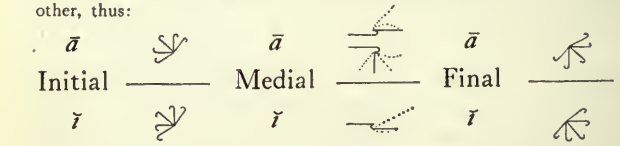
EXERCISE 14

Loan	moon	note	knoll	mood	room
l ō n	*m o͞o n*	*n ō t*	*n ō l*	*m o͞o d*	*r o͞o m*
Lamp	camp	pawn	pine	tune	nude	comb
l ă m p	*k ă m p*	*p ạ n*	*p ī n*	*t ū n*	*n ū d*	*k ō m*
Mud	lawn	nap	noon	foam	moan
m ŭ d	*l ạ n*	*n ă p*	*n o͞o n*	*f ō m*	*m ō n*

LONG *a* ɔ ; SHORT *i* c ·

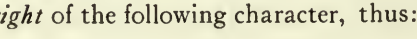
Article 18 Long *a* is a small half circle which in its natural position opens to the left

Short *i* is a small half circle which in its natural position opens to the right. The positions of these two signs are to an extent interchangeable, although each always retains a relatively distinct position, reverse from the other, thus:

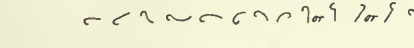


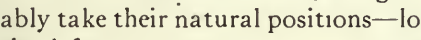
RULES.

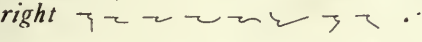
1. As an *initial* stroke, long *a* is written *above* or to the *right* of the following character, thus:



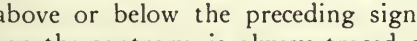
2 As an *initial* stroke short *i* is written *below* or to the *left* of the following character, thus:

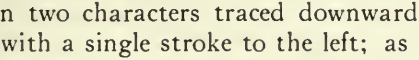


3. In the middle of words both long *a* and short *i* invariably take their natural positions—long *a* opening to the *left* and short *i* to the *right* 

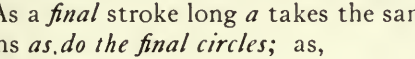
When long *a* occurs medially it may be traced *either* above or below the preceding sign. Medial short *i* on the contrary, is always traced *downward*. Between two characters traced downward long *a* is traced with a single stroke to the left; as  .

4 As a *final* stroke long *a* takes the same relative positions *as do the final circles;* as,



Exceptions to Rule 4 When final *a* follows *oo, w; on, un; sk, skr,* or *sw,* the stroke is reversed from the positions of the final circles, as  .

5. As a final stroke short *i* is traced in reversed positions to those of final circles; thus,



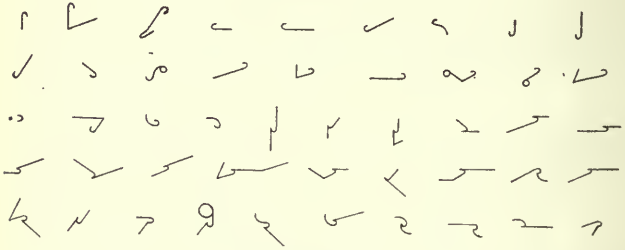
After down strokes short *i* (or *y*) is frequently given the form of long *e* to avoid an angle (See Art. 20) If legibility requires an accurate distinction, as

in a proper name, the final short *i* is written in its natural position opening to the right.

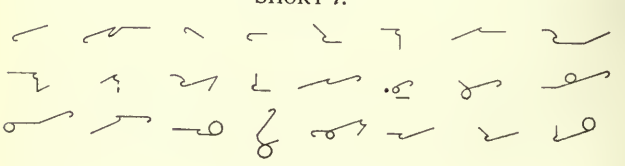
Exceptions to Rule 5. When final *ĭ* follows *ōō, w; on, un; sk, skr, sw,* it is given the position of final circles; as,

Note that long *a* and short *i* both *initially* and *finally*, are always traced in *reversed positions.* When *ā* is traced above the preceding or following sign, *ĭ* is traced below; if *ā* is traced to the left or right, *ĭ* is written in the reverse position.

EXERCISE 15.



SHORT *i*.



EXERCISE 16.

1.	Ape	able	ague	eight	aid	ale	aim
	āp	*ābl*	*āgū*	*āt*	*ād*	*āl*	*ām*
2.	Pay	bay	gay	fay	away	lay	pray	day
	pā	*bā*	*gā*	*fā*	*ăwā*	*lā*	*prā*	*dā*
3.	Affray	array	clay	hay	decay	nay	may
	ăfrā	*ărā*	*klā*	*hā*	*dkā*	*nā*	*mā*
4.	Babe	cape	paper	fate	late	date	tale
	bāb	*kāp*	*pāpr*	*fāt*	*lāt*	*dāt*	*tāl*

SHORT *i*.

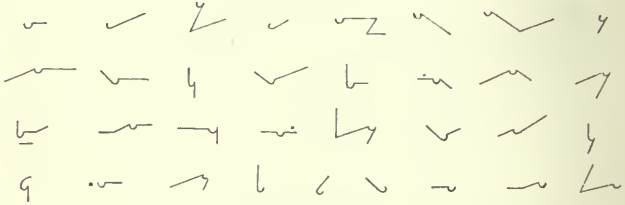
1.	Ill	illude	if	it	fit	tip	lid	middle
	ĭl	*ĭlud*	*ĭf*	*ĭt*	*fĭt*	*tĭp*	*lĭd*	*mĭdl*
2.	Dipper	rip	milk	pit	lily	Harry	folly	
	dĭpr	*rĭp*	*mĭlk*	*pĭt*	*lĭlī*	*hărĭ*	*fŏlĭ*	

LONG *e* ◡ , SHORT *e* ∩

Article 19. Long *e*, as in *eel*, *eat*, *deep*, *free*, is represented by a small half circle *opening upward*. Short *e*, as in *ebb*, *wept*, *wet*, *pet*, is a similar small half circle traced in the reverse position—*opening downward*. These half circles, as well as *a* and *i*, are usually written so as to form a part of the preceding or following sign, to avoid angles and increase rapidity of execution,—the opening upward and downward, respectively, always being retained. Thus, *eel* is written ⌣, not ⌣; *feed* ⌣—, not ⌣—; *tear* —⌣, not —⌣; *peck* ♭ not ♭ *wreck* ⌐, not ⌐

Between two horizontal strokes, or between a horizontal and an up stroke, short *e* is sometimes written as a *half* stroke, (⊥) to avoid an angle; as in *there* ⌒ , *debt* ⌒ . When so written, care should be taken not to turn the *ĕ* stroke backward.

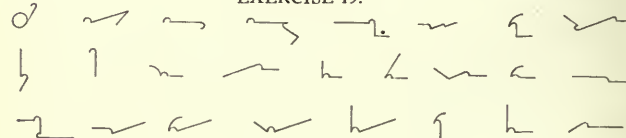
EXERCISE 17.



EXERCISE 18.

1. Eat eel eagle ear edict eve evil eke
   ēt ēl ēgl ēr ēdkt ēv ēvl ēk
2. Lead feed peep feel beat thief leaf
   lēd fēd pēp fēl bēt thēf lēf
3. League Peter treat deep teeth bleak
   lēg pētr trēt dēp tēth blēk
4. Bee kee fee tea tree glee agree levee
   bē kē fē tē trē glē ăgrē lēvē

EXERCISE 19.



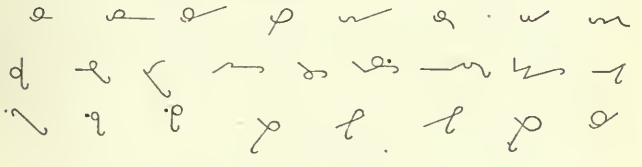
EXERCISE 20.

1 Echo elk eddy edify elf ebb
ĕ k ō ĕ l k ĕ d ĭ ĕ d ĭ f ī ĕ l f ĕ b
2. Depth terror wept fillet beck met
d ĕ p th t ĕ r r w ĕ p t f ĭ l ĕ t b ĕ k m ĕ t
3. Let pet get fret wet debt tepid
l ĕ t p ĕ t g ĕ t f r ē t w ē t d ĕ t t ē p ĭ d

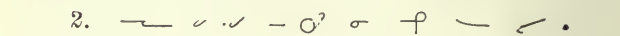
Y as a VOWEL.

Article 20. As the sound of *y* changes with its position in a word, it is always written according to the sound heard, (except after down strokes, when a slight variation is made from short *i* to long *e* to avoid an angle). Thus : ***happy***, h ă p ē ; ***heavy***, h ĕ v ē . Initial *y* has the sound of long *e* and is so written; as, ***yacht***, ē ạ t ; ***yet***, ē ĕ t . At the end of words of one syllable, *y* has the sound of long *i*; as in ***pry***, p r ī ; ***buy***, b ī . At the end of words of two or more syllables, *y* usually has the sound of short *i* and takes the form of final *i* thus; ***folly***, f ŏ l ĭ ; ***ready***, r ĕ d ĭ. (See Art. 18). When *y* is preceded by short *o* in a word, it forms the diphthong *oi*, thus; ***boy***, b oi ; ***coy***, k oi ; etc. (See Art. 26)

EXERCISE 21.



EXERCISE 22.

1.
2.
3. 
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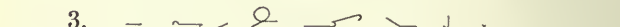
5. 
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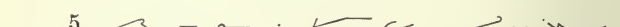
9. 
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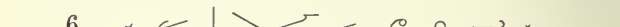
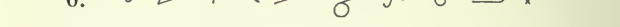
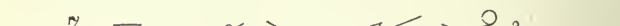
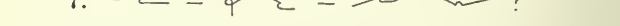
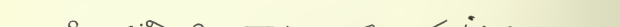
11. 
12. 
13. 
14. 
15. 

*Word sign, See p. 42.

EXERCISE 23.

Why do you weep? Did you hear the
*h o͞o ī * * o͞o ē p d d * h ē r **
echo at the top of the hill? The editor
*ĕ k ō * * t ŏ p * * h ĭ l? * ĕ d ĭ t r*
wrote daily for the paper. The thief fled
*r ō t d ā l ī * * p ā p r * th ē f f l ĕ d*
for terror at the cry of the girl. Lave the
** t ĕ r r * * k r ī * * g r l. l ā v **
top of the head with cold water, it
*t ŏ p * * h ĕ d * k ō l d o͞o ạ t r, ĭ t*
will allay the fever. He will be very late or
*w l ă l ā * f ē v r * w l * * l ā t ŏ r*
away all day. Did the cap fit the little
*ă o͞o ā * d ā d d. * k ă p f ĭ t * l ĭ t l*
fellow? We have heard of the electric
*f ĕ l ō? * h ă v h ĕ r d * * ĕ l ĕ k t r ĭ k*
eel but are all afraid of it. The lady walked
*ē l * ạ r * ă f r ā d * ĭ t. * l ā d ĭ o͞o ạ k d*
a league. Harry feared the boat would veer
** l ē g h ă r ĭ f ē r d * b ō t w d v ē r*
to the left. You will yet be told to yield.
** * l ĕ f t. * w l * * t ō l d * ē ē l d.*
A dark red oak leaf fell by the rock.
** d ạ(r) k r ĕ d ō k l ē f f ĕ l b ī * r ŏ k.*
The tree grew at the top of the hill.
** t r ē g r o͞o * * t ŏ p * * h ĭ l.*

*Word signs

MISCELLANEOUS.

League, leave, key, ape, adieu, dial, obey, peep, lee, veto, berry, carry, rake, aright, relay, Aurora, break, aisle, duty, grief, wait, tired, appear, later, way, fall, deck, light, fiery, play, plea, live, plight, rear, wife, week, weep, wick, fear, heard, bowl, fewer, plague, rattle, leak, date, halt, wharf, plot, wrought, wild, debt, mottled, goat, port, court, lark, tart.

REVIEW.

Name the small half circles given in Lesson III. Illustrate them. How should these half circles be joined to consonant stems? When may *e* and *i* be omitted? Give examples. With what motion is *a* always traced? How is initial *a* distinguished from initial *i* when followed by *f*, *t*, *m*, *sh*, etc? What position does final *a* take? Final *i*? How are they distinguished? Why is the natural position of *a* sometimes changed? Does *y* always have the same sound? Give examples of its different sounds? Write *y* as an initial. What position are initial and final circles given when joined to *m*, *n*? Circles are traced outside of *n* when followed by what signs? When are the circles traced outside the curve of *m*? When inside? When are they traced inside the curve of *n*?

LESSON IV.

CONSONANTS: S, Z ⌣ ; SH, ZH ⌢ ; J, CH ⌢

DIPHTHONGS: OW ◡ ; OI ◠

NASALS: NG, ING)

S, z; sh, zh; j, ch; are horizontal curves traced from left to right, the concaves of *s, z,* opening upward, and those of *sh, zh, j, ch;* opening downward. *S, z; sh, zh;* are three-sixteenths of an inch in length, while *j, ch,* is twice as long.

The vowel circles and *ow* are always written *inside* of curved signs at the beginning and end of words.

The sounds of *s, z; sh, zh; j, ch;* are so nearly alike, and the difference is so easily determined by context that but one sign is used for each pair of cognates, thus eliminating the dot which distinguishes them. Should any case arise, however, where legibility might demand a distinction the respective signs given in the alphabet should be employed.

ALPHABETIC PRACTICE.

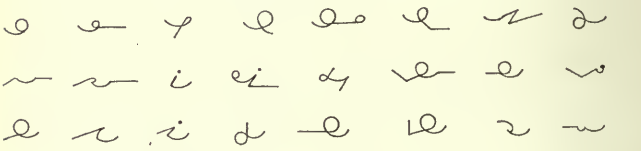
At least twenty minutes daily should be devoted to practicing on the alphabetic signs already learned. Follow the outline given in preceding lessons (see Article 5.)

S, Z, ⌣ .

Article 22. Write the circles inside the curve of *s*, *z*, initially and finally; and also medially when followed by all signs except *sh*, *zh*; *j*, *ch*. Examples: as, *ă s* ; pass, *p ă s* ; sat, *s ă t* ; soap *s ō p* ; house, *h ow s* · ; south, *s ow th* ; sash, *s ă sh* ; satchel, *s ă ch l* ; sail, *s ā l* ; seine , *s ā n* ; ease, *ē z* ; peas, *p ē z* ; case, *k ā s* .

For the sake of brevity, final *s* may be indicated by a dot on the end of the preceding sign.

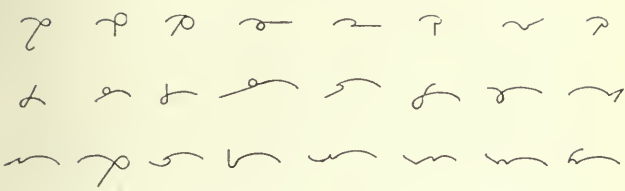
EXERCISE 24.



SH, ZH ⌒ ; J, CH ⌒

Article 23. Write the circle and diphthong *ow* outside of *sh*, *zh*, *j*, *ch*, when followed by *p*, *b*, *k*, *g*, *n*, *ōō*, and inside these curves when followed by all other signs. Examples: sham, *sh ă m* ; ash, *ă sh* ; shot, *sh ō t* ; chap, *ch ă p* ; shabby, *sh ă b ē* ; shack, *sh ă k* ; shown, *sh ō n* ; shoal, *sh ō l* ; joke, *j ō k* ; age, *ā j* ; teach, *t ē ch* ; major, *m ā j r* .

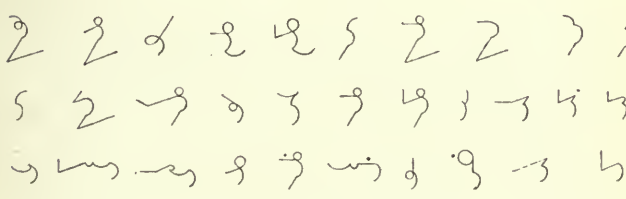
EXERCISE 25.



NASAL NG, ING

Article 24. *Ng, ing,* are represented by a curved stroke, one-eighth of an inch in length, traced *downward,* the concave opening to the left. This sign represents the nasal sound of *n,* as in *bank, b a ng k* ; *plank, p l a ng k* as well as *ng, ing.* Other examples are: long, *l o ng*, hang, *h a ng* sank, *s a ng k* ; prong, *p r o ng* ; rank, *r a ng k*; ; bring, *b r ing* ; fling, *f l ing* ; anchor, *a ng k r* ; sing, *s ing* ; angle, *a ng g l*

EXERCISE 26

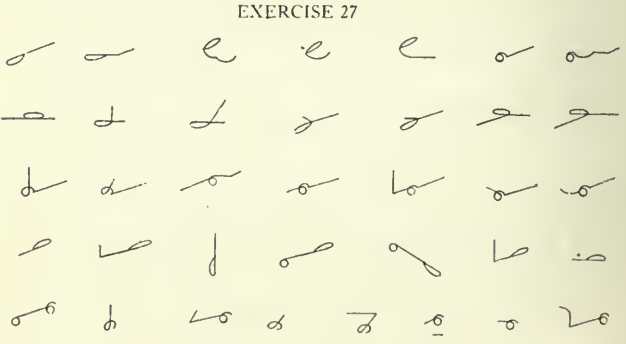


DIPHTHONGS OW ; OI .

Article 25. *Ow* is elliptical in form, and is about the length of *r*. The rules which govern the tracing of circles apply also to *ow* except after sk. The slant of this character should generally conform to that of the one following, rather than to the one preceding; thus, *pout* ; *south* ; *mouth* ; *rout* ; *fowl* .

Article 26. The sign is strictly a combination of its two phonetic elements, *o i*. While *oi* may be reversed to avoid angles, and the curve traced in the direction of the following sign, it is usually traced in its natural position. Thus write *boy* ; *boil* ; *loiter* The circle in this sign is always written first

EXERCISE 27



EXERCISE 28.

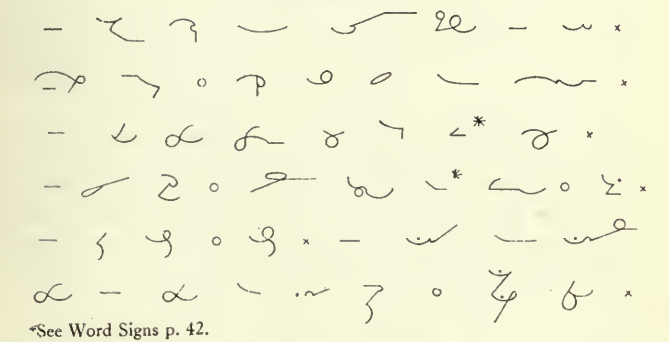
1. Oil oily owl hourly boil coil
   oi l oi l i ow l ow r l i b oi l k oi l
2. Loiter royal broil avoid devoid foil
   l oi t r r oi l b r oi l ă v oi d d e v oi d f oi l
3. Pout gout fowl towel doubt lout
   p ow t g ow t f ow l t ow l d ow t l ow t
4. Alloy boy cloy coy decoy Roy toy Troy
   ă l oi b oi k l oi k oi d e k oi R oi t oi T r oi
5. Allow avow bough plough brow row
   ă l ow ă v ow · b ow p l ow b r ow r ow

ADDITIONAL WORD SIGNS

so, such ⌣ *soon, some* ⌣ *out, (h) our, how* ○

judge, church ⌒ *which, just* ⌒ *should, sure* ⌒

EXERCISE 29.



*See Word Signs p. 42.

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EXERCISE 30.

1. The shades were soon drawn, so we could not see out.
2. A miser seized a measure full of silver.
3. You should have placed the pitcher on the shelf.
4. Seize the satchel which the teacher has.
5. The jolly farmer sowed much seed in the shallow soil.
6. Six large sacks, or shapeless pouches, were jerked along by the ship's passengers.

MISCELLANEOUS.

Show, she, leisure, pleasure, sword, miser, midget, size, pitcher, nose, mass, measure, sadly, oppose, match, watch, catch, swash, assuage, wax, lax, six, mix, share, shield, reach, teach, long, teaches, cheap, wring, link, sink, sing, prong, flank, bring, wrong, song, king.

REVIEW.

What is the length of the *s*, *z* stroke? *sh*, *zh*? What is the length of *j*, *ch*? How are *s* and *z* distinguished when necessary? *sh*, *zh*? *j*, *ch*? What position are initial and final circles given when joined to curved strokes? The circles are traced *inside* the curve of *s*, *z*, medially, except when followed by what signs? The circles are traced *outside* the curves of *sh*, *zh*, *j*, *ch*, when followed by what signs? What sound does represent? Name the diphthongs. Which of these two may be reversed? When? What is the sign a combination of? What slant is usually given *ow*?

LESSON V.

COMBINATIONS.

AN ; EM, IM ; EN, IN . (down).

OM, UM ; ON, UN . (up).

The difference phonetically between the combinations *em, im; en, in; om, um; on, un;* is so slight that one sign for each pair is sufficient. These combinations are employed only when *m* and *n* are preceded by the *short* vowels *ă, ĕ, ĭ, ŏ, ŭ,* not when preceded by the long vowels *ā, ē, ī, ō, ū.* For example, *rain* is written , *ran* ; *pane* , *pan* ; *mean* , *men* ; etc.

When double consonants occur, but one is written; as, *tanner, t an r* ; *manner, m an r* ; *funnel, f un l* ; etc.

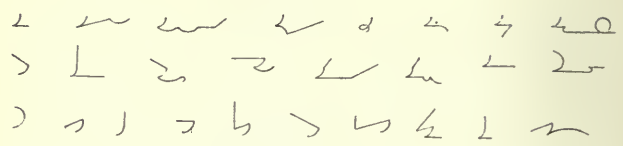
ALPHABETIC PRACTICE.

For alphabetic drill outlines, refer to pp. 8 and 13. Also note Article 5.

AN

Article 27. *An* is a small quarter circle traced *down* from right to left, the concave opening to the left; as, in *f a n, f an* ; *s a n d, s a n d* ; *l a n c e, l a n s*

EXERCISE 31



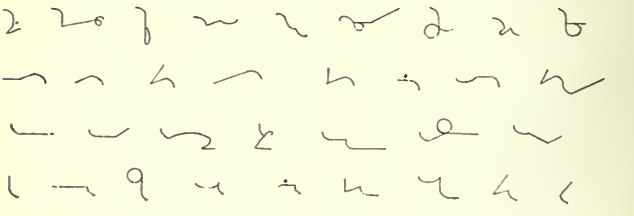
EXERCISE 32

Land, sand, fan, fancy, Fanny, fantasy, fanatic, can, man, candy, pander, gander, pan, pansy, lance, Roman, ran, errand, dance, tan, tanned, stand, van, vanity, began, pean, chance, chancery, than, foreman.

Article 28. When the combinations *em, im; en, in,* occur, they are represented by the signs for *m* and *n* respectively, thus, *em, im* , *en, in* Examples: *rent, r en t* ; *send, s en d* , *bin, b in* ; *kindle, k in d l*

If a distinction should in some instances be required between *im, im; n, in,* etc., as in a proper name, the short vowels may, of course, be written.

EXERCISE 33



EXERCISE 34.

Emblem, ember, impious, embody, eminent, empire, resemble, pimple, simple, dimple, gimlet, nimble, whimper, simper, limbo, thimble, brim, grimly, trim, limb, rim, stem, symbol, poem, tempest, him, them, timid, dim, glimmer, grim, Emmet.

EXERCISE 35.

Lend, send, fence, men, fen, pen, pencil, open, repent, again, against, relent, scent, defend, revenge, even, silent, tenant, mend, then, enter, hinder, attend, happen, thinks, tinkle, intend, incline, intone, sin, since, intense, tender, dinner, vintage, finish, gin, gentle, gender, tin, tinner, enslave, into.

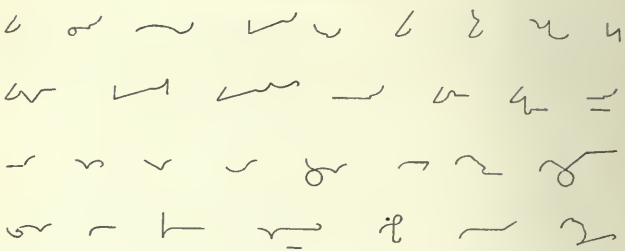
OM, UM ; ON, UN .

Article 29. *Om*, *um*, are represented by a small quarter circle traced *upward* from left to right, the concave opening to the left; as, in *pump*, *p um p* ; *rumble*, *r um b l* ; *romp*, *r om p* .

When *om*, *um*, follow *t*, *d*, or *th*, they are separated by a slight tick; as, in *dumb* *thumb* , being thus distinguished from the slurred strokes *tr*, *dr*, *thr*, which are included in Lesson VI.

On, *un*, are represented by a small quarter circle traced *upward* from left to right, the concave opening to the right; as, in *done*, *d un* ; *sun*, *s un* ; *fond*, *f on d* ; *honor*, *on r*

EXERCISE 36



EXERCISE 37

Pomp, Pompey, bomb, gum, dumb, some, come, rum, rumble, fumble, thumb, drum, welcome, income, sum, chum, Tom, atom, plum, column, humble, lumber, hum, plumber, pummel, handsome, mumps, summer, clumsy, comfort, numb, stump, stumble, jumble, grum, grumble, company, comet, compete.

EXERCISE 38

Gone, done, fun, son, funny, selection, phonetic, upon, Sunday, Monday, bundle, fund, funnel, none, London, bond, million, nation, notion, coronets, under, understand, onset, unable, unmanly, untie, unfit, unfold, unhappy, unto, Mormon, hunt, hunter

WORD SIGNS

an, and		*won, one*		**in*	
when		*question*		**on*	
upon		*answer*		*only*	
this		*that*		*these*	

The word-signs *in*, *on*, should be written about one-half the length of *f*

MISCELLANEOUS.

Anna, manna, band, banish, banjo, antler, grant, prance, branch, alliance, trance, annex, essence, innocence, attend, urgent, inner, entrance, entrap, entreat, invite, engrave, pensive, infuse, instant, any, penny, many, menace, pin, pinch, standard, banana, pink, onion, ponder, bondage, ebony, deacon, lesson, pension, tension, action, pinion, money, astonish, undone, dunce, unbend, unclasp, enamel, gamble, damper, encamp, scamper, impish, impart, import, impress, impulse, impute, embellish, emanate, empty, empanel, employ, impudent, embrace, tremble, timber, hymn, omnibus, umber, umbrella, umpire, plump, pump, crumble, tumble, number.

REVIEW.

Name the combination signs. Of what are they composed? In what direction is each traced? The sign for *om*, *um*, is separated by a slight tick when joined to which consonant strokes? Why? The consonant strokes *m*, *n*, also represent which combinations? If distinctions between *m*, *em*, *im*; *n*, *en*, *in*, should be found necessary, how are they made?

REFERENCE TABLE

Showing the correct joinings of circles with consonant strokes.

CONDENSED RULES.

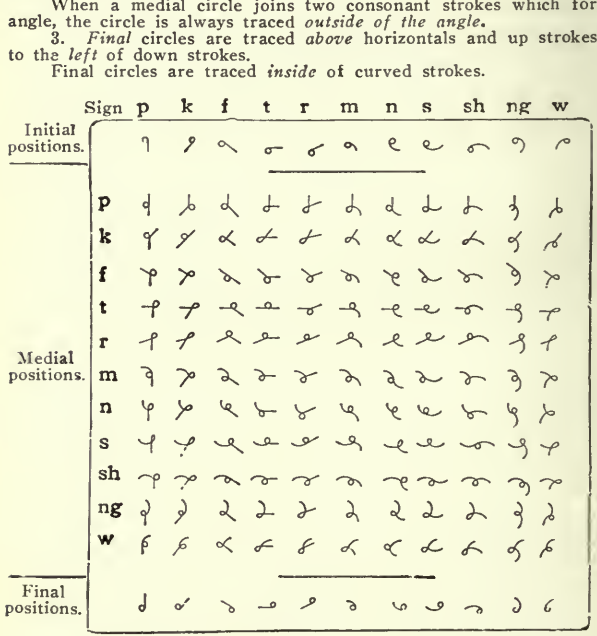
1. *Initial* circles are traced *below* horizontals, and up strokes, and to the *left* of down strokes. Initial circles are traced *inside* of all curved strokes.

2. Medial circles are traced to the *left* of both down and up strokes. (See f-f; p-p; k-k; r-r; in following table,) and *above* horizontals (see t-t).

When a medial circle joins two consonant strokes which form an angle, the circle is always traced *outside of the angle.*

3. *Final* circles are traced *above* horizontals and up strokes, and to the *left* of down strokes.

Final circles are traced *inside* of curved strokes.



Rules for long a; short i. See page 24.
Rules for long e; short e. See page 27.

SIMPLE WORD SIGNS.

The word signs on this page are, with three or four exceptions, represented by single alphabetic signs, and for this reason, they are termed *simple*, or *alphabetic word signs*.

The following list contains all the word signs presented in the preceding five lessons, being grouped and alphabetically arranged for convenient reference:

a, at	°	*less*	⁄	*that*	⁀
agent	˃	*much, more meant*	ˋ	*these*	⁓
all	○			*this*	⁊
an, and	ˏ	*no, know not*	˘	*to, the*	–
answer	ˏ	*of, us*	‿	*upon*	⊢
be, but book	|	*on*	ˊ	*very*	╲
could, quite	⁄	*only*	ˀ	*we*	ˀ
do	—	*out, (h)our how*	⁀	*when*	ˎ
error	ˆ	*owe, own*	○	*which, just,*	⁀
for, full	╲	*put*	|	*who*	ˊ
go, good	⁄	*question*	ˊ	*with thing,*	⁒
he	˘	*should sure*	⁀	*won, one*	ˊ
his, is	ˁ	*so, such*	‿	*you*	ˊ
in	ˋ				
judge, church	⁀	*soon, some,*	‿	*yet, yes*	˘

LESSON VI.

COMBINED CONSONANTS.

In using the combined consonants, the short vowels *ĕ*, *ĭ*, *ŭ*, are frequently suppressed; as in *supreme*, *spr e m*, *spirit*, *spr i t*, *scourge*, *scr j*, etc. But in this, as well as in all other cases, where ambiguity might result from the omission of a vowel, the student should insert it, and write each consonant separately, instead of combining them. Short u frequently proves an important vowel sound, especially in contracted outlines, and often makes perfectly legible an outline, which, lacking it, might prove puzzling; but it is found that in rapid writing considerable care must in some instances be exercised to form u joinings distinctly, and to obviate this, the writer may suppress the vowel, and indicate the suppression by a backward tick, or slight retracing of the end of the preceding sign, without raising the pencil, from which point he will begin the following sign, thus: rub ; dull ; mud ; touch

The rules given in the preceding lessons which govern the joining of vowels to consonant stems, also apply to combined consonant strokes of corresponding form or slant. An exception is made in tracing ow after sk when followed by a horizontal stroke; as in the word *scout*. Instead of following the usual rule for tracing circles, ow is here traced above.

Combined Consonants.

SM		(down)	as in *small*
SN		"	as in *snail*
SP		"	as in *lisp*
SPR		"	as in *spirit*
ST, SD		"	as in *last*
STR, SDR		"	as in *stream*
SW		"	as in *swish*
KW		"	as in *quick*
SKW		"	as in *squall*
KR		(up)	as in *crate*
GR		"	as in *tiger*
SK		"	as in *scare*
SKR		"	as in *scream*
TR		"	as in *treat*
THR		"	as in *thrill*
DR		"	as in *dream*
RL		"	as in *pearl*

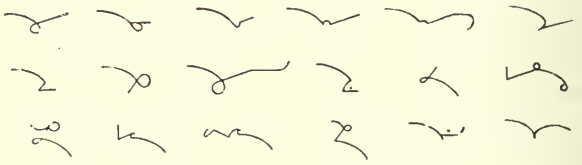
The sound **x** (or k s), whether initial, medial or final is represented by the short down stroke ; it has the slant of **f** and is about one-third the length of that character.

Examples: extra ; **tax** ; sacks .

Final **s**, *z* and **es** may be indicated by making a dot on the end of the preceding sign, except when the preceding sign is a circle; **t** and **d** may be omitted at this stage, either medially or finally after **n** or **en.**

The plurals *sts, sds, sps, sprs,* etc., may be indicated by a dot at the ends of the combined consonant signs.

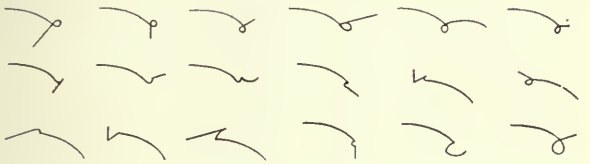
EXERCISE 39.



EXERCISE 40.

Small, smart, smear, smell, smelting, smile, smite, smoke, smolder, smooth, chasm, plasma, sarcasm, prism, euphonism, maxim, smother, smudge, smuggle, plagiarism.

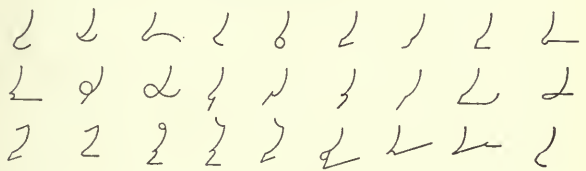
EXERCISE 41.



EXERCISE 42.

Snag, snap, snare, snarl, snatch, snath, sneak, sneer, sneeze, sniff, prison, fasten, lesson, person, loosen, snip, snooze, snore, snort, snow, snub, snuff, snug, snuggle, christen, mason, lessen.

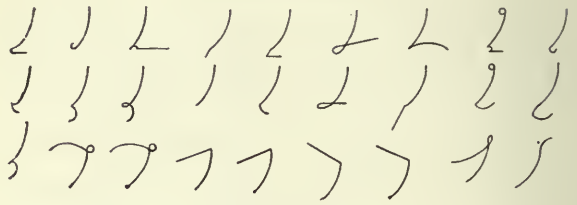
EXERCISE 43.



EXERCISE 44.

Spice, space, speech, spin, spar, spire, span, spite, speed, spade, spoke, suppose, speak, spake, speck, spike, spider, spout, respite, aspect, inspect, inspire, sparkle, spell, split, spine, sponge, spigot, spectre, sparrow, supple, spire, sparse, spare, spot, species, sped, spill, supply, clasp, wasp, grasp, lisp.

EXERCISE 45.



EXERCISE 46.

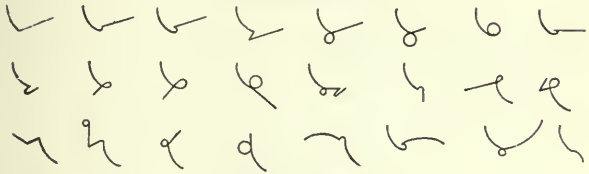
Spirit, spray, spread, spry, sprite, sprawl, spurge, aspirate, spree, sprain, spring, sprang, spur, spurn, sprout, sprig, asperse, spruce, sprung, jasper, jaspers, lisper, lispers, vesper, vespers, grasper, whisper, whispers, aspersion, osprey.

EXERCISE 47.

EXERCISE 48.

Swain, swale, swamp, swam, swan, sward, swarm, swarthy, swash, swath, sway, swore, sweep, sweet, swell, swelter, swept, swerve, swift, swim, swing, swallow, switch, swivel, swear, assuage.

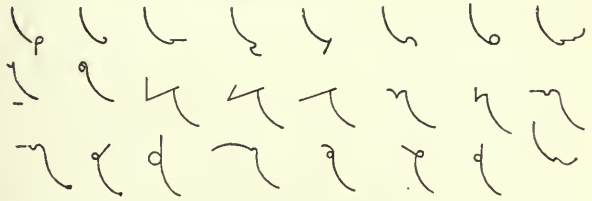
EXERCISE 49.



EXERCISE 50.

Still, steel, stale, style, stall, store, stow, staid, stew, stack, stalk, stove, statue, step, last, crossed, first, abreast, cast, post, jest, stage, stagger, stem, stop, guest, encased, coast, waste, best, feast, nest, list, mast, repast, burst, thirst, aghast, addressed, stand, staple, star, state, stay, staff, stump, forced, fasts, toast, beast, infest, festal, mustard, amazed, crazed, tryst, sudden, seduce, settler.

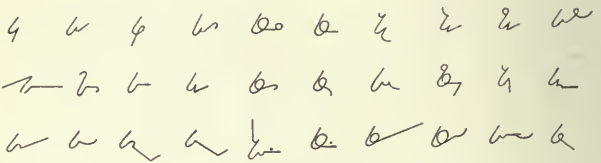
EXERCISE 51.



EXERCISE 52.

Strap, stray, straight, strain, streak, stream, straw, stratum, Easter, oyster, bluster, cluster, lustre, monster, punster, teamster, teamsters, castors, boaster, jester, master, faster, pastor, stress, strand, strip, stroll, stroke, struck, sturdy, strive, Nestor, imposter, blusters, songster, minister, astride, ostrich, history, sterilize, stirrup.

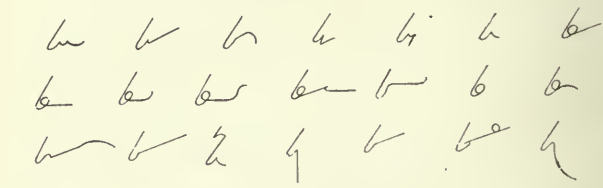
EXERCISE 53.



EXERCISE 54.

Quick, queer, quack, query, quota, quote, equine, inquire, acquire, cuirass, liquid, equity, quit, quire, quarry, qualm, queen, aquatic, equip, quiet, quell, quiz, quaver, quiver, bequeath, quoth, quarrel, quorum, quietus, quaff, quartz, quibbler, quotient, inquiry, equator.

EXERCISE 55.



EXERCISE 56.

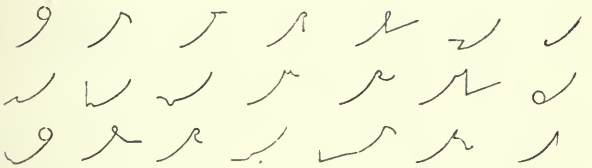
Squeeze, squeal, squirm, squire, squeak, squint, squall, squad, squatter, squadron, squalid, squander, squaw, squash, squelch, squirrel, consequent, squib, sequel, squalor, sequester.

EXERCISE 57.

EXERCISE 58.

Curb, curt, crisp, cream, crumb, crimp, crow, craze, creed, baker, fakir, talker, broker, picker, occur, acre, packer, rocker, courtesy, crescent, sacristy, crest, cross, crouch, crowd, critic, credit, maker, lacquer, flicker, joker, cracker, euchre, stalker, walker, knocker, crusade.

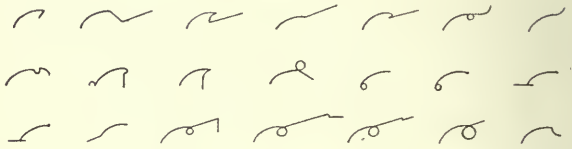
EXERCISE 59.



EXERCISE 60.

Grow, grim, great, grapes, grapple, tiger, eager, rigor, beggar, meagre, green, grace, grumble, ogre, negro, graft, grain, trigger, pilgrim, grimy, grip, grind, gross, groan, grope, grewsome, growl, gray, grave, dagger, digger, stagger, beleaguer.

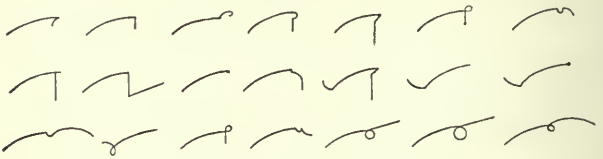
EXERCISE 61.



EXERCISE 62.

Sky, scuffle, school, skill, scale, scatter, scum, scheme, escape, scoop, scoff, ask, asks, tusk, tusks, risk, scalp, scarlet, scholar, score, skin, scowl, scald, scare, desk, desks, flask, flasks, rusk, husk, husks, scamp, scout, scuttle, landscape, frisky, Alaska, musk, mascot, basket, rascal, rescue, fiscal, Moscow, escort, mosquito, damask, secure, sickle, seconds, succeed, succumb.

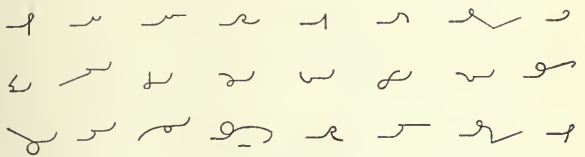
EXERCISE 63.



EXERCISE 64.

Screw, scrip, scrawny, scrape, scribe, scraps, scream, scrub, scribble, succor, scrimp, inscribe, husker, huskers, screech, masker, scrap, screen, scrawl, scroll, scratch, scourge, scurry, scramble, whiskers, maskers, scruple, scrimmage, brisker.

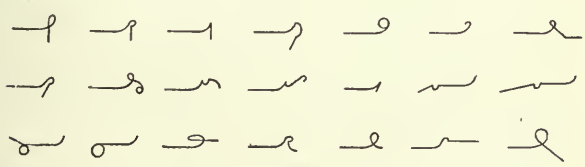
EXERCISE 65.



EXERCISE 66.

Trap, tree, treat, trace, trip, trim, travel, tray, cater, later, patter, matter, neater, water, metre, trolley, voter, traitor, scatter, Trojan, train, trade, trample, track, trigger, trail, trance, better, loiter, flatter, softer, utter.

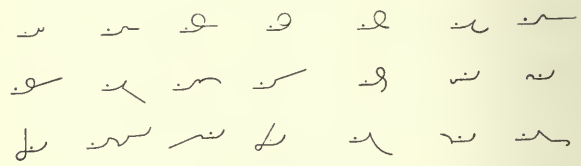
EXERCISE 67.



EXERCISE 68.

Drop, drape, drip, drink, draw, dray, draft, drake, drama, dream, dreary, dry, reader, leader, fodder, odor, drought, drain, drawn, dread, drove, dredge, dress, drill, drum, droop, dragon, dragoon, drone, ladder, hydrant, hydraulic, rider. rudder, tawdry, foundry.

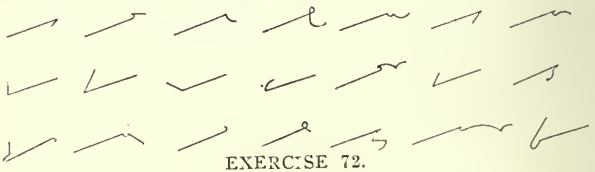
EXERCISE 69.



EXERCISE 70.

Three, threat, throat, throw, thrown, thrice, thread, thrall, thrive, thresh, thrill, throng, ether, heather, bother, thermometer, leather, gather, thirst, mother, thrifty.

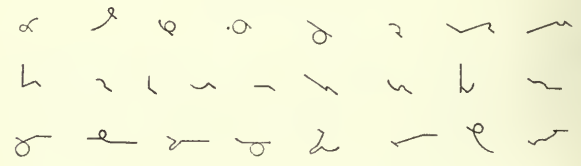
EXERCISE 71.



EXERCISE 72.

Rely, relate, relent, relapse, release, relic, relish, pearl, girl, furl, whirl, relation, curl, reliance, purely, relief, relay, relax, reluctant, religion, squirrel, hurl.

EXERCISE 73.



EXERCISE 74.

Wax, cracks, knocks, hoax, folks, makes, flakes, leaks, bricks, mix, picks, six, ticks, vex, next, buxom, exempt, exhort, taxed, exude, extort, excuse, exult, exhaust, exonerate, examine, exhibit.

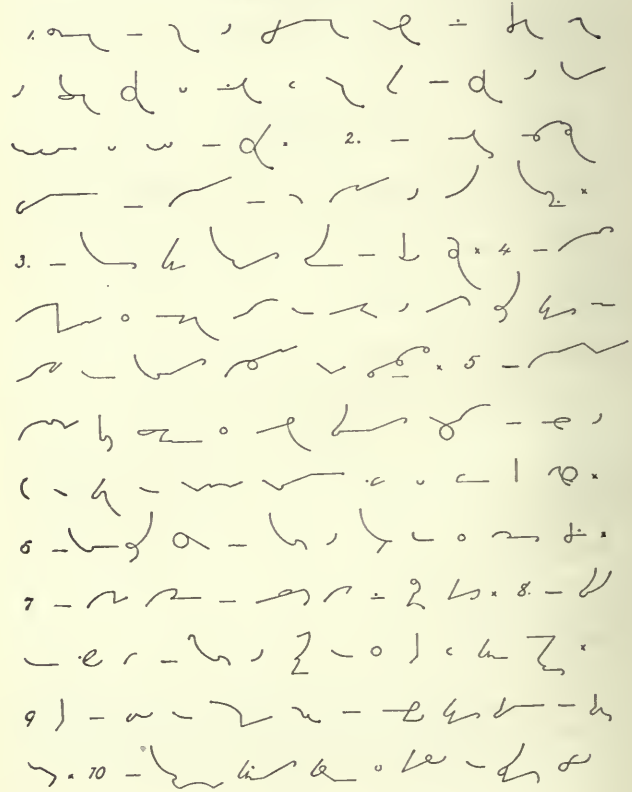
WORD SIGNS.

after		*from*		*other*	
about		*gave*		*possible*	
again *against*		*give* *given*		*purpose*	
				same	
came		*great*		*shall*	
change		*knowledge*		*ship*	
early		*member*		*those*	
either		*might*		*unless*	
enough		*most*		*until*	
equal		*never*		*was*	
ever		*over*		*what*	

The s dot may be used to make any word-sign plural, or to add s, z; and the d sign to indicate the past tense when formed by adding d or ed.

Combined Consonants.

EXERCISE 75.



EXERCISE 76.

SENTENCES EMPLOYING COMBINED CONSONANTS.

Amidst the mists and coldest frosts, with barest wrists and stoutest boasts, he thrusts his fists against the posts, and still insists he sees the ghosts. The trusty taskmaster wielded the sickle with much skill and great strength. The sturdy squire sternly spurned the base impostor. The scrawny scribbler, at direst risk of life and limb, sprang quickly to the rescue of the stately scholar from Alaska. The skillful schemer, being outwitted at last, speedily forsook the town and went in quest of fresher fields, where he would be unknown. The steed sprang over the stream and struck into a shady path. The skipper scanned the lowering sky with anxious glance. The Speaker of the House won the esteem and respect of all by his quiet dignity. By the use of simple means, the doctor quickly cured the puny infant. The stranger quietly quaffed a glass of sparkling water and left the place. The poor man's fingers stiffen as he lingers in the cold air. On his way to the mill with a grist, the teamster suddenly came upon an immense grizzly bear. The spry young sprig of the law, with many a quib, and much bluster, vainly strove to vanquish his opponent. The sparkling beauty of a winter landscape, as seen beneath the splendor of the starry sky, inspired the songster to inscribe an ode to the West.

REVIEW.

What reporting principles are introduced in Lesson VI? Combined strokes are used for which consonants? Name the combined strokes written downward; those written upward. What is the relative proportion of each sign as compared with **r**? What signs are frequently suppressed between combined consonants? When should these not be suppressed? How may short **u** be indicated when suppressed between two strokes? Illustrate. Final **s**, **z** and **es** are indicated how? Is there an exception? How are word-signs made plural? How is the past tense formed?

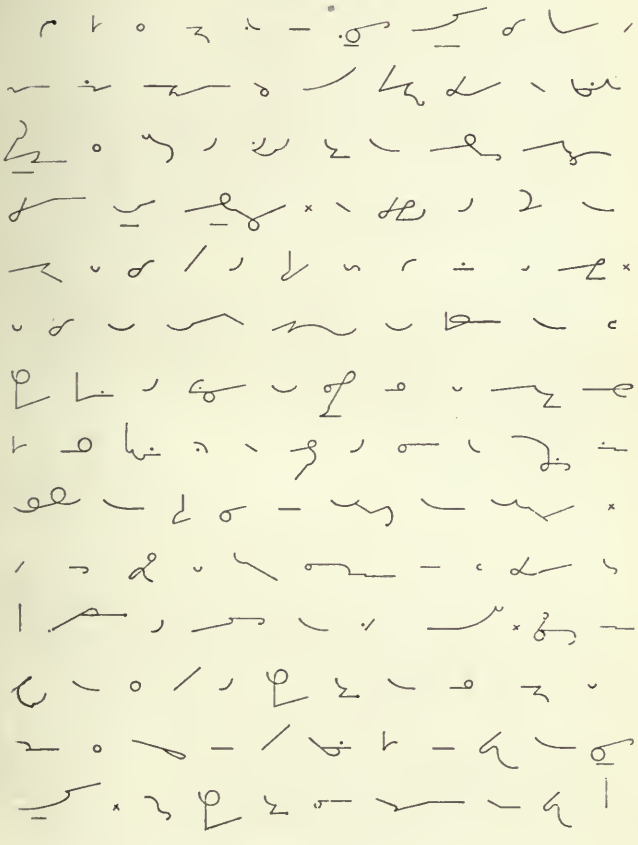
GENERAL READING AND WRITING EXERCISES COVERING CORRESPONDING STYLE.

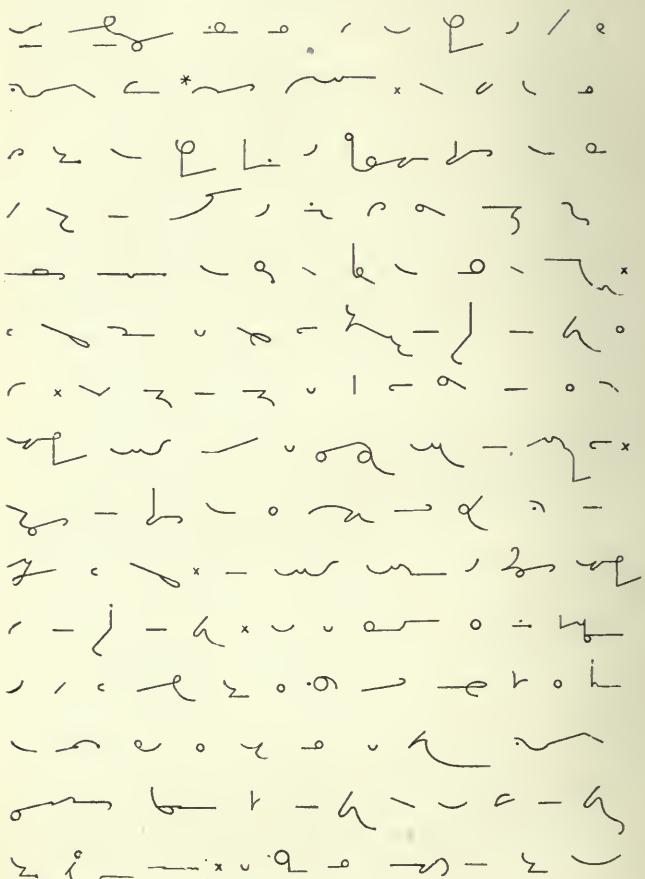
EXERCISE 77.

Westward the course of empire takes its way. We understand death for the first time when he puts his hand on one that we love. No man can safely speak but he who loves silence; no man can safely command but he who has learned to obey. Passions are likened best to floods and streams; the shallow murmur, but the deep are dumb. Kind hearts are more than coronets, and simple faith than Norman blood. We lose the peace of years when we hunt after the rapture of moments. The three highest titles that can be given to man are those of martyr, hero, saint. How far that little candle throws its beam; so shines a good deed in a naughty world. Blessed are the poor in spirit, for theirs is the kingdom of Heaven. Blessed are they that mourn, for they shall be comforted. Seest thou a man diligent in his business, he shall stand before kings; he shall not stand before mean men. It is no honor or profit merely to appear in the arena; the wreath is for those who contend. There are three kinds of people in this world, the Wills, the Wont's and the Cant's. The first accomplish everything; the second oppose everything; the third fail in everything.

NOTE.—The shorthand reading exercises which complete the Simple or Elementary Method of writing are composed of a synopsis of "The Vision of Sir Launfal," by James Russell Lowell.

EXERCISE 78.

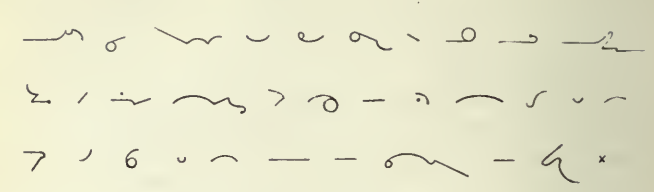




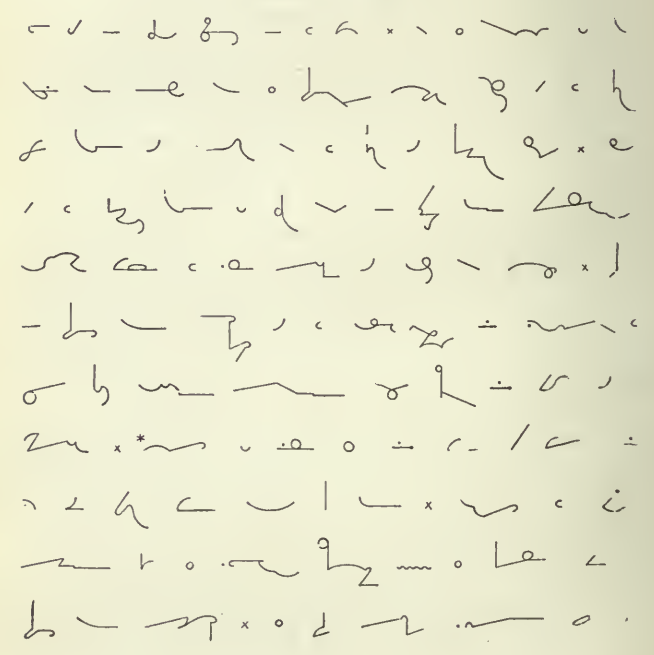
* See page 72.

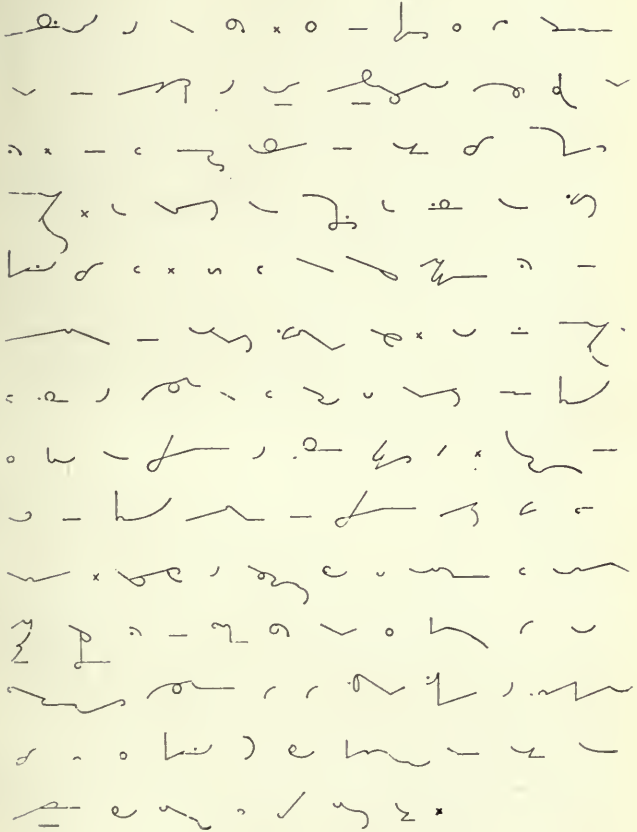
EXERCISE 79.

1. The sheriff paid the jury their money.
2. The ship lay right athwart the stream.
3. It was morning before the tidings reached him.
4. He commanded him to be brought before him.
5. Whence do you come, and whither are you going?
6. Worth makes the man, and want of it the fellow.
7. If you would study hard you would soon succeed.
8. The path through the fields is covered with grass.
9. Not a word was spoken save by the young general.
10. Though he fail to-day he will try again to-morrow.
11. The rustling of the trees alarmed the French guard.
12. During the closing hours few members were present.
13. By experiencing evil as well as good we become wise.
14. He hath raised him up, whereof we are all witnesses.
15. He neglected his business, consequently he soon failed.
16. Let us run with patience the race that is set before us.
17. Whatever thy hand findeth to do, do it with all thy might.
18. Being provided with tools, they planted a row of stakes within their palisade, to form a double fence.
19. They scrambled up, holding by rocks and branches of trees, guided only by the stars shining over the cliff.
20. The wind bloweth where it listeth and thou hearest the sound thereof, but canst not tell whence it cometh or whither it goeth.
21. When the sunshine at the end of March melts the snow, or just before the roads break up, the teamsters return in long trains, with empty sleds, to their far-off homes.



EXERCISE 80.





EXERCISE 81.

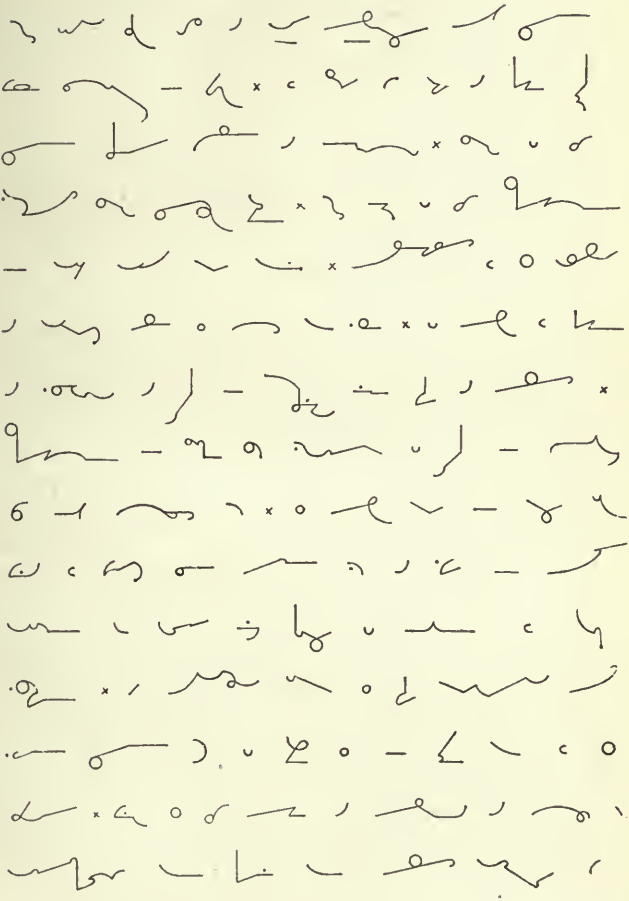
1. Jupiter, in order to please mankind, directed Mercury to give notice that he had established a Lottery, in which there were no blanks; and that among a variety of other valuable chances, Wisdom was the highest prize. It was Jupiter's command that in this lottery some of the gods should also become adventurers. The tickets being sold and the wheels placed, Mercury was employed to preside at the drawing. It happened that the best prize fell to Minerva; upon which a general murmur ran through the assembly and hints were thrown out that Jupiter had used some unfair practices to secure this valuable prize for his daughter. Jupiter, that he might at once both punish and silence these impious clamors of the human race, gave them Folly instead of Wisdom, and they went away perfectly contented. And from that time the greatest fools have always looked upon themselves as the wisest men.

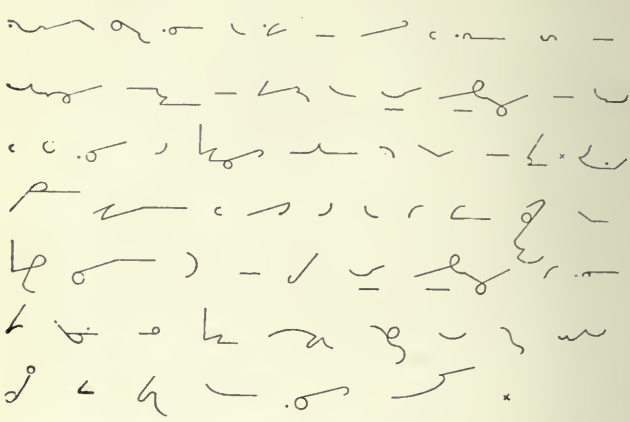
2. Mountains never shake hands. Their roots may touch, they may keep together some way up, but at length they part company and rise into individual, isolated peaks. So it is with great men; at first they grow up together, seeming to be animated by the same spirit—to have the same desires and anticipations, the same purposes and ends. But after a while the genius of each begins to show itself and to follow its own vent. They separate and develop more and more; and those who, when young, worked in concert, stand alone in their old age. But if mountains do not shake hands, neither do they kick each other.

3. It is told that there was once a certain city which in one night was changed to stone. There stood a war-horse, with nostrils distended, caparisoned for battle. There stood

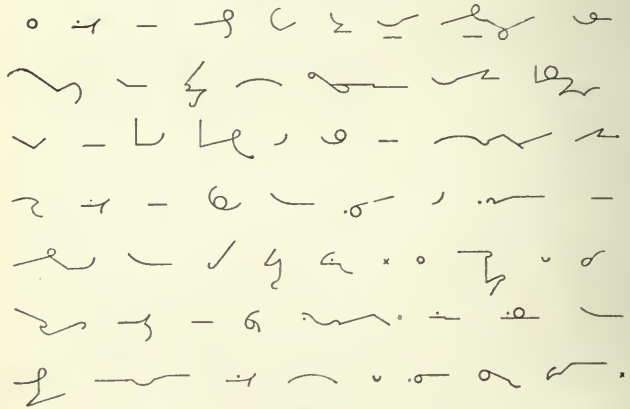
[Continued on p. 67.]

EXERCISE 82.





EXERCISE 83.



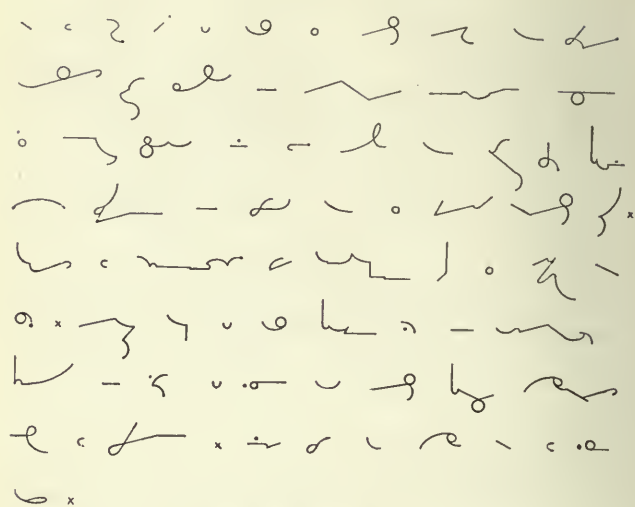
the warrior, with his hand of stone on the cold mane of that petrified horse. All is still, lifeless, deathlike, silent. Then the trumpet's blast is heard ringing through the clear atmosphere. The warrior leaps upon his steed, the horse utters the war-neigh and starts forth to the battle, and the warrior, with his lance upraised, rides on to victory. Now, young man, put the trumpet to your lips, blow a blast that shall wake the dead stocks and stones, and on, on, upward to victory over all evil habits and evil influences which surround you.

EXERCISE 84.

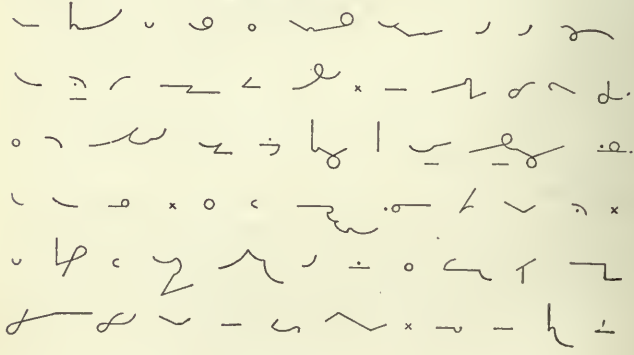
Most of us use our minds as tools which are never employed save in our working hours; we press them constantly to the limits of endurance, and often beyond. Instead of cultivating intimate friendship with them, we enslave them, and set them to tasks which blight their freshness and deplete their vitality. A mind cannot be always hard at work earning money for a man, and at the same time play the part of a friend to him. Treated with respect and courtesy, there is no better servant than the mind; when this natural and loyal service is turned into drudgery, however, the servant makes no complaint, and attempts no evasion, but the man loses one of the greatest and sweetest of all the resources of life. For there is no better fortune than to be on good terms with one's mind, and to live with it in unrestrained good-fellowship. We cannot escape living with it; even death is powerless to separate us; but so far as pleasure is concerned, everything depends on the nature of the relation.

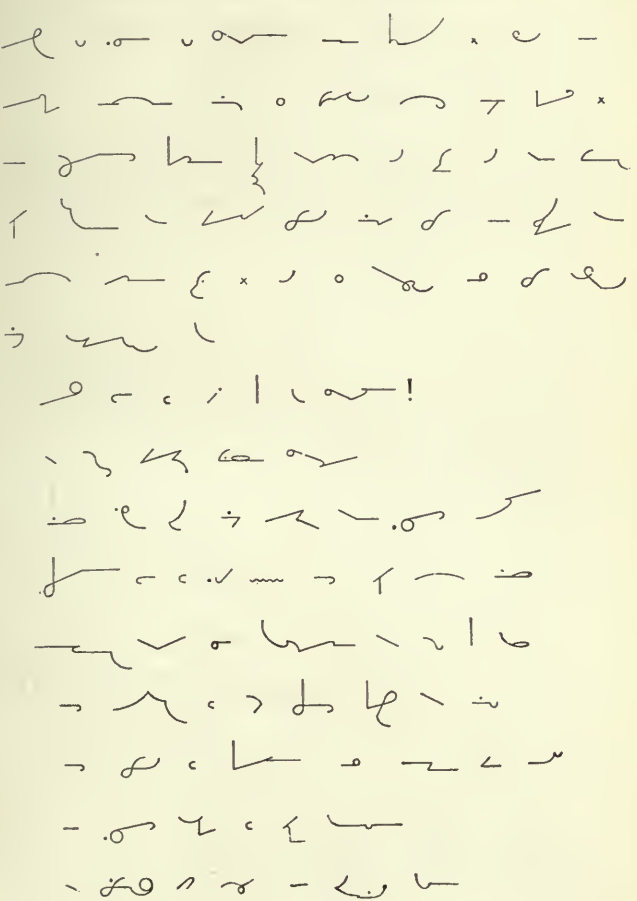
To enjoy one's mind, one must take time to become acquainted with it. Our deepest friendships are not the affairs of a moment; they ripen slowly on the sunny side of the wall, and a good many seasons are required to perfect their mellowness and sweetness. The mind needs freedom and

[Concluded on p. 70.]

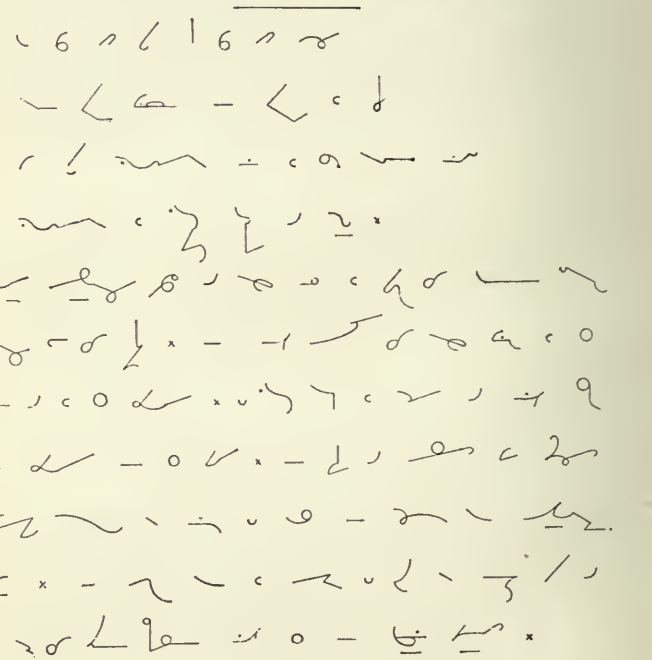


EXERCISE 85.





leisure, and cannot be at its best without them. It has sentiment, imagination, wit, and memory at its command, and like an eastern magician, will transport you to any climate, or bring any object to your feet. Never was there so willing a friend, nor one whose resources are so constantly ignored. What a man finds in his mind, and gets out of it, depends very much on himself; for the mind fits its entertainment to the taste of its one tyrannical auditor.



LESSON VII.

OMISSION OF SIGNS.

The short vowels **e, i, u,** are omitted before final **r and l**; short **a** and **o** may also be omitted before **r, l,** in unaccented syllables; ĕ and ĭ are generally omitted after down strokes, or in any case where legibility does not demand their use.

K, g are omitted after nasal **n, ng,** or **ing;** as in *banker, b a ng (k) r,* ; *finger, f ing (g) r,* .

Long **e,** or modified long **e,** may be omitted in unaccented syllables after **t, d, r, l.**

T and **d** when final are always omitted after **n** and are generally omitted, medially or finally, after **l, n, k, p,** and before **m, f,** and **v.** **T** may be omitted after **x,** as in next

R is omitted medially, when not included in a combined consonant, before **f** and **v; r** is generally omitted after vowel circles, the omission being shown by reversing the natural position of the circle. (See Art. 15.) R is frequently omitted before **t, d, m, as in** *earthly, term,* etc.

OMISSION OF SIGNS.

EXERCISE 86.

EXERCISE 87.

OMISSION OF SIGNS.

1. Split, bit, fit, sir, pick, satyr, will, wit.
2. Get, pet, weather, patter, father, met, fed, pelt.
3. Burr, fur, purr, myrrh, furl, curt, slur.
4. Depend, amend, dreadful, advise, world, old, fender.
5. Pink, frank, lank, banker, finger, monger.
6. Therefore, nerve, serve, surf, swerve, earth, term.

USE OF FAMILIAR WORD-SIGNS.

Article 30. When words which are represented by alphabetic and familiar word-signs enter into the composition of longer words, the word-signs may be used as a part of the longer words; as, *for*ward, un*equal*, etc. Note the following illustrations:

acknowledge,		*impossible,*	
equalize,		*mental,*	
forth,		*mighty,*	
forthwith,		*mostly,*	
forwarding,		*purposely,*	
fullness,		*sooner,*	
greatly,		*surely,*	

As an exception to this principle, do not use the word signs *in* or *on* as parts of other words; use the combinations.

NOTE:—In some of the foregoing outlines, suffix signs (see p. 93) have been used to fully illustrate the application in advanced writing, of the principle involved.

See complete list, p. 131.

LENGTHENED SIGNS.

Article 31. When two similar consonant signs such as **bb, gg, dd, vv, ss,** are separated by the short vowels, **e, i, u,** the vowel is omitted, and a single sign of greater length represents both consonants, thus: *bibber* *giggle* , *did* , *vivid* , *system* *zest* ; **mm** is written , and **nn** .

This principle should not be extended to the shorter signs **p, k, f** or **r,** as these, lengthened, would conflict with **b, v, g** and **l.**

When *sus* precedes **p, k,** the lengthened sign is not employed, the final **s** of the syllable forming a part of the combined consonant **sp,** or **sk.** The lengthened sign is used, however, before **t** or **d.**

EXERCISE 88.

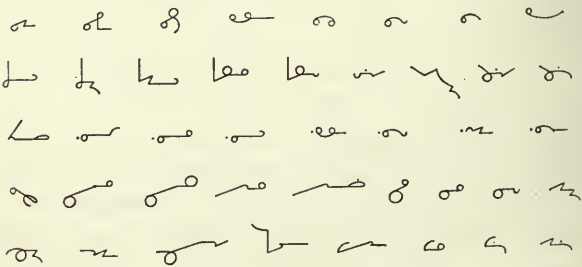
EXERCISE 89.

Giggle, prizes, breezes, grasses, masses, crisis, braces, gazes, deadly, vivacious, deduce, sizzle, access, losses, teases, misses, scissors, bibber, ninny, memory, mimic, memoir, bubble, amazes, bib, biblical, vivify, gig, mummy, mumps, nun, nuncio, vases, seizes.

JOINED WORDS.

Article 32. In common speech, when similar or cognate sounds end and begin successive words, such as *grab-bag, spend-thrift,* the tendency is to slur one or the other of these sounds, and pronounce the combinations, *grabag, spenthrift.* This mode of joining words is employed in shorthand with great gain in brevity and legibility. Where the two sounds are identical, as **p, p**; **t, t**; etc., but one of them is used, and the two words are written as one; where cognate sounds occur, as in *get-down, scrap-book, have-found,* the final of the first word is usually omitted. There is one exception: When **d** is the final of the first word and **t** the initial of the second, the **d** is usually written. The following examples illustrate the application of this rule, which applies to both simple and compound words.

EXERCISE 90.



EXERCISE 91.

Joined Words.

1. Apt-to, are-right, are-wrapped, are-wrong, are-wrought, as-sad, as-said, as-shall, as-she, as-should, as-some.

2. Bad-day, bad-deal, bad-time, bed-time, best-time, bright-day, brought-that, brought-their, brought-them, brought-these, brought-this, brought-those.

3. Eat-their, eat-them, first-time, fought-their, fought-them, get-down, grab-bag.

4. Had-done, had-that, had-their, had-this, had-they, had-these, had-those.

5. Has-sat, has-she, her-right, has-shut, has-some, has-still, has-said.

6. Have-found, hold-that, hold-their, hold-this, hold-them, hold-those, her-rosy.

7. Let-that, let-their, let-this, let-them, let-down, lost-time, let-these.

8. Or-rather, ought-that, ought-these, ought-this, ought-those, ought-their, ought-they.

9. Right-time, said-that, said-their, said-they, send-them, short-time.

10. Sit-down, silk-cloak, spend-thrift.

11. Their-right, told-that, told-their, told-this.

12. Up-braid, up-bring, up-borne.

13. Were-wrong, were-right, will-let, will-live, will-long, will-lose, with-draw.

14. With-that, with-their, with-these, with-those, with-them, write-down, write-them.

WORD-SIGNS.

above

afternoon

almost

always

became

because

become

begun

capital
capitol

catalogue

character

children

circular
circulation

discharge

economy
economical

elsewhere

favor

gentleman

gentlemen

inclose–d

idea

legislate–ure

little

near–ly

peculiar

perhaps

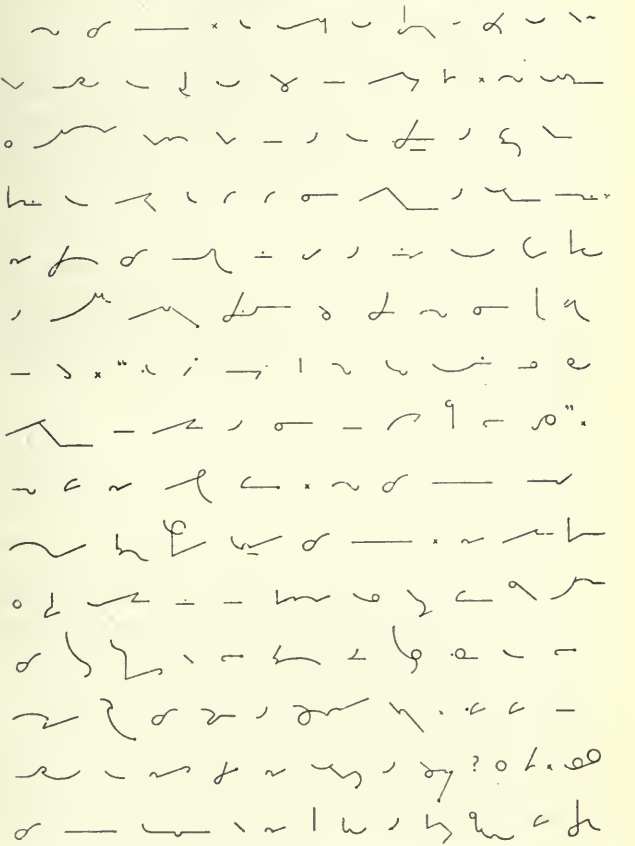
that

these

through
threw

trust
true–ly

THE DEATH OF LITTLE NELL.



EXERCISE 92.

THE DEATH OF LITTLE NELL.

She was dead. No sleep so beautiful and calm, so free from trace of pain, so fair to look upon. She seemed a creature fresh from the hand of God, and waiting for the breath of life; not one who had lived, and suffered death. Her couch was dressed with here and there some winter berries and green leaves, gathered in a spot she had been used to favor. "When I die, put me near something that has loved the light, and had the sky above it always." These were her last words. She was dead; dear, gentle, patient, noble Nell was dead. Her little bird, a poor, slight thing the pressure of a finger would have crushed, was stirring nimbly in its cage, and the strong heart of its child-mistress was mute and motionless forever. Where were the traces of early cares, her sufferings and fatigues? All gone. Sorrow was dead, indeed, in her, but peace and perfect happiness were born, imaged in her beauty and repose. The old fireside had smiled upon that same sweet face; it had passed, like a dream, through haunts of misery and care; at the door of the poor schoolmaster on the summer evening, at the still bedside of the dying boy, there had been that same mild, lovely look. So shall we know the angels in their majesty, after death.

She was dead, and past all help, or need of it. The ancient rooms she had seemed to fill with life, even while her own was waning fast — the garden she had tended — the eyes she had gladdened — the noiseless haunts of many a thoughtful hour — the paths she had trodden as it were but yesterday — could know her nevermore.

"It is not," said the schoolmaster, as he bent down to kiss her on the cheek, and gave his tears free vent, "It is not on earth that Heaven's justice ends. Think what earth is, compared with the world to which her young spirit has winged its early flight; and say, if one deliberate wish expressed in solemn terms above this bed could call her back to life, which of us would utter it?"

NUMERALS.

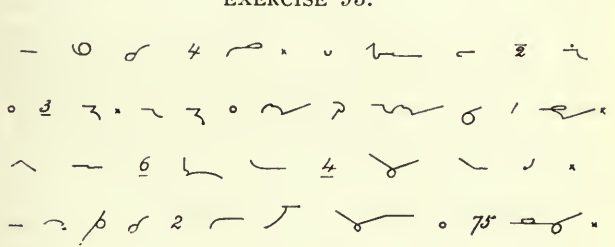
Article 33. As the numerals 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, may be written rapidly, either these or the corresponding shorthand characters may be used. In larger numbers, however, such as hundreds, thousands, millions, etc., it is advisable in most cases to use shorthand. The abbreviations used are:

1. Hundred
2. Thousand
3. Million
4. Billion
5. Hundred-million
6. Thousand-million

Examples: One hundred dollars , three thousand dollars , four thousand boxes , etc.

The ordinals, *first, second, third,* etc., may be written 1, 2, 3, etc., and the numeral adverbs, *once, twice, thrice,* 1, 2, 3.

EXERCISE 93.



THE SIGN OF REPETITION.

Article 34. When a word or phrase is repeated in a sentence, and the repetition is sufficiently close to the word or phrase repeated to make a mistake in reading impossible, the repetition may be suppressed, and the sign / substituted for the repeated expression, thus:

Charity beareth all things, believeth all things, hopeth all things, endureth all things.

The repetition sign may be used only in the same sentence in which the repeated word or phrase occurs.

REVIEW.

How may familiar word-signs be used? Write five words to illustrate this principle. What vowels may be omitted before final **r** and **l**? Are the long vowels ever omitted? Which vowels are generally omitted after down strokes? What consonants may be omitted after nasal **n, ng,** or **ing?** When may long **e**, or modified long **e**, be omitted? Give an example. Should long **e** ever be omitted in an accented syllable? **T** and **d**, when final, are always omitted after what consonant? They are generally omitted after which consonants? **R** may be omitted medially before what consonants? When **r** is omitted after circles, how is the omission shown? **R** is *frequently* omitted before what signs? Illustrate. When two like consonant signs are separated by the short vowels **e, i, u,** how are they written? Name the consonants for which lengthened signs may be used. Why are lengthened signs not used for the short signs **f, p, k,** etc.? When *sus* occurs before **p** or **k** is the lengthened sign used? Why? What are joined words? Explain the principle of joined words. Illustrate. When is the repetition sign used? How are numerals written?

LESSON VIII.

PREFIXES.

As a very large percentage of the derivative words in common use begin with prefixes, a contracted method of writing them is employed. The prefix signs presented in the present lesson are most important factors in rapid writing, and should be thoroughly memorized.

ANTE, ANTI, ⌒ are represented by the **an** sign placed immediately above the first of the following sign; as in

antecedent,

antidote,

CER, CIR, SER, SUR, ´ are represented by an acute accent written from right to left, slightly above and to the left of the sign following, thus:

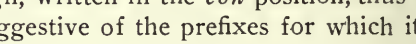
certain, *circle,* *service,* *surround.*

CO, COG, COM, CON, CUM, COUN, ` are represented by a grave accent written from left to right above the sign which follows, and slightly to the left of it; thus:

co-operate, *cognizant,* *commit,* *countenance.*

CONTRA, CONTRI, CONTRO, COUNTER, ⌐ are represented by a sign composed of the *con* prefix and a short **t** sign, written in the *con* position, thus making it very suggestive of the prefixes for which it is employed.

contract, *contrite,* *control.*

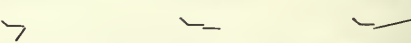


DIS, DEC, DES, DUS, DYS, — , are represented by a short dash written immediately *above* the next sign:

display, *deceit,* *descend*

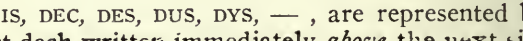
MIS, MES, MYS, — , are represented by a short dash placed in a reverse position to *dis,* immediately *under* the beginning of the following sign; thus:

mistake, *Messiah,* *message.*

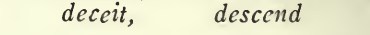


ENTER, INTER, INTEL INTRO, INTRU, ⌐ are represented by **en** written parallel with and in close proximity to the beginning of the sign following; thus:

entertaining, *interval,* *intelligent,* *introspect.*

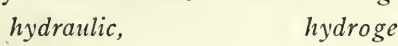


HYP, HYPER HYPO, ı are represented by a short downward stroke about one-half the length of p written immediately *above* the first of the following sign; as in *hypnotize, hypercritical, hypodermic.*



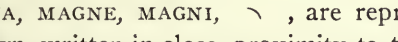
HYDRA, HYDRO, ı , are represented by a short downward stroke similar to *hyper,* but written immediately *below* the first of the following sign; as in

hydraulic, *hydrogen.*



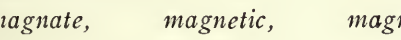
MAGNA, MAGNE, MAGNI, ◝ , are represented by the m sign, written in close proximity to the remainder of the word; thus:

magnate, *magnetic,* *magnify.*



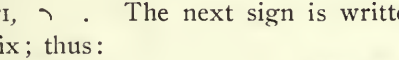
MULTI, ◝ . The next sign is written through the prefix; thus:

multiply, *multitude.*



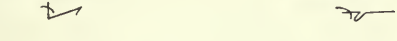
NOM, NON, NUM,) . This prefix is represented by a curved stroke (about the size of the *ing* sign) placed close to the remainder of the word; thus:

nominal, *nonsense,* *numeral.*



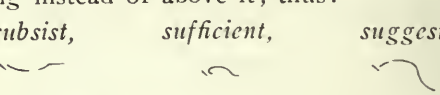
POR, PRO, PRU, ´ , are represented by an acute accent written from right to left, in a reverse position to the *con* prefix, above and to the right of the next sign; thus:

portion, *protect,* *proceed.*



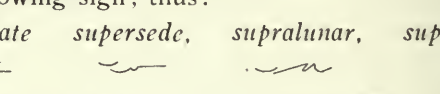
SUB, SUF, SUG, ⌒, are represented by a sign similar to *con*, but placed immediately *below* the sign following instead of above it; thus:

subsist, *sufficient,* *suggest.*



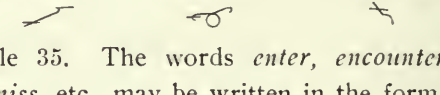
SEPAR, SUPER, SUPRA, SUPRE, ⌣, are represented by the **s** sign written immediately above the first of the following sign; thus:

separate *supersede,* *supralunar,* *supreme.*



*TRAN, TRANS. —, are represented by the **t** sign written through the sign following; thus:

translate, *transitory,* *transform.*



Article 35. The words *enter, encounter, none, come, miss,* etc., may be written in the form of prefixes in their respective positions before the first sign of the following word, when not separated by a pause; as, enter upon , come home , miss him , encounter them .

---

* Should t or d follow this prefix, it is passed over and the prefix is written through the next convenient sign.

Joined Prefixes.

CIRCUM, ⌒, as in *circumstances,* ⌒.

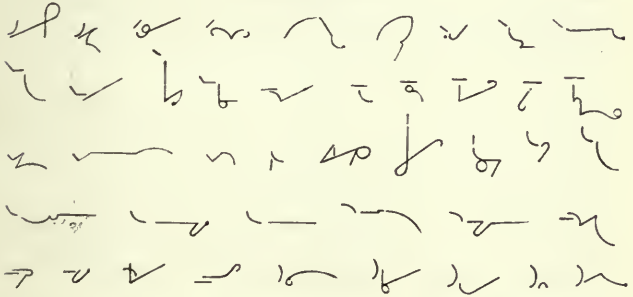
EXTRE, EXTRI, EXTER, EXTIR, EXTRA ⌣ (xr,) as in *exterminate,* ⌣ *extirpate,* ⌣ ; *extradite* ⌣.

*PER, PRE, PRI, PUR, | , *as in person,* ⌊ *prisoner,* ⌊ , *pursuit,* ⌊ .

RETRE, RETRI, RETRO, ⌒ , as in *retreat,* ⌒, *retroact,* ⌒ .

FOR, FORE, FER, FUR, ⌣ , as in *fortune* ⌣ , *fertile* ⌣ , *furnace* ⌣ .

EXERCISE 94.



Per is used as a prefix in such phrases as *per annum, per diem, per minute, per day,* etc

The *un* sign may be used as a joined prefix for *under.*

*When **p** or **b** follow the *per* prefix, a slight separating mark should be made between the signs.

EXERCISE 95.

Antelope	extreme	numerous
anteroom	hydrant	pertain
cereal	hydrochloric	porch
ceremony	hyperbole	precede
circumference	hypnotic	precise
circumspect	intellect	primitive
cohere	intercede	profane
cognate	interest	prolong
condense	introduce	protect
contrast	intrude	prove
control	magnetism	prudent
cumbrance	magnitude	purple
counterpart	mesmerist	retract
decimal	mistake	retrieve
descend	misuse	retroflex
disarm	multiple	serpent
displace	mystery	servile
dusky	nonage	subject
dyspepsia	nonpareil	substance
extraction	nominal	suffer
extradition	numbness	suffuse

Antiquated, circumscribe, cohesion, comfort, common, conceal, concede, consent, concise, condole, confide, conflict, congeal, contradict, contrary, contrite, contrive, counteract, counterfeit, desert, desire, despair, destine, disable, disaster, disclose, discord, dust, extravagant, ex-

traordinary, extricate, hydrate, hypocrite, intercept, interdict, interfere, interject, interview, introduction, magnanimous, magnificence, message, Messiah, mischief, miserable, mishap, multifarious, mystic, nominate, nominee, nonpayment, perjure, perplex, porch, portend, portico, prepare, prepay, privilege, probate, proclaim, profess, proffer, profit, progress, project, prospect, pruning, purchase, purport, retribution, retrograde, retrovert, servant, subdue, sublime, submit, subscribe, subtract, subsequent, suburb, suffice, suffocate, suffrage, surcease, surface, surpass, surmise, surmount, transcend, transcribe, transfer, transgress, translate, transmute, transparent.

Sentence Drill on Prefixes.

1. Prudence protected the porpoise.
2. A nominal fee was desired for the service.
3. We were cognizant of the mistake in the message.
4. They proceeded to disarm all the common soldiers.
5. He displayed great control over the mysterious magnate.
6. He translated the interesting account of the transaction.
7. He was progressing, not retrograding, and had no time for retrospection.
8. Counterfeit money was in circulation to the surprise of certain survivors.
9. We consequently proved that the property was conceded to be ours before the conflict.

10. A number of multimillionaires protested against his being permitted to perform the magnanimous service.

11. The supreme court co-operated with the contractors in counteracting the subsequent intrusion of their competitors.

12. A number of intelligent professional men were superseded by subordinates, who suggested a multitude of extraordinary changes.

COMPOUND PREFIXES.

These prefixes are formed by joining two or more single prefixes in the order in which they occur, or by adding any of the combinations or vowels to the prefix following. The learner will find the classification of prefixes of very great advantage for ready reference. The list appended is a comprehensive one, and will save the student much trouble in compiling for himself. By writing these over a number of times they will readily fix themselves in the memory.

Joining prefixes adds much to brevity, and thus greatly increases speed if the prefixes are quickly written; but if this brevity be counterbalanced by a hesitancy of the mind or fingers in uniting the prefixes, it is better to write a fuller outline. Seconds fly quickly, and "he who hesitates (in writing shorthand) is lost," or left far behind the speaker.

The compound prefixes, with the exception of *promis* and *mispro*, are given the position of the last prefix written. *Mispro* is written in the same position as *misinter*, while *promis* takes the *pro* position.

Compound Prefixes.

ACON		, as in	*aconite*	
COMPOR		, "	*comport*	
CONCOM		, "	*concomitant*	
CONDES		, "	*condescend*	
CONSUB		, "	*consubstantiate*	
DISCON		, "	*disconnect*	
DISINTER		, "	*disinterested*	
DISMIS		, "	*dismissal*	
DISPRO		, "	*disprove*	
DISPROPOR		; "	*disproportion*	
ENUM		, "	*enumerate*	
INCON		, "	*inconsistent*	
INSUB		, "	*insubmission*	
INSUR		, "	*insurrection*	
IRRECON		, "	*irreconcilement*	
MISINTER		, "	*misinterpret*	
MISNUM		, "	*misnumber*	
MISPRO		, "	*mispronounce*	

* The suffix endings which have been used in the foregoing illustrations will be found on p. 93.

MISTRANS	, as in	*mistranslate*	
NONCO	, "	*noncohesion*	
NONCOM	, "	*noncompliance*	
NONDIS	, "	*nondiscovery*	
NONPRO	, "	*nonproduction*	
NONSUB	, "	*nonsubmission*	
PROCON	, "	*proconsul*	
PROPOR	, "	*proportion*	
RECON	, "	*recondense*	
SUBCOM	, "	*subcommittee*	
SUBCONTRA	, "	*subcontract*	
UNACCOUN	, "	*unaccountable*	
UNCOM	, "	*uncommon*	
UNCONTRO	, "	*uncontrollable*	
UNENCUM	, "	*unencumber*	
UNPRO	, "	*unprovided*	

As Lessons VIII and IX are devoted exclusively to prefixes and suffixes, review questions will, of course, be confined largely to determining whether the student has these signs thoroughly memorized. How best to determine this point is left to the discretion of the teacher.

WORD-SIGNS.

acquire

acquaint
–ed–ance

acknowledg-
ment

advantage

before

began

begin

citizen
situation

cover

differ–ence

follow

forenoon

general

indeed

infer

known
knowing

letter

meanwhile

nobody

neither

nothing

oblige

please

popular

possibly
positive

privilege

quality

railway

rapid

prefer–ence

SENTENCE DRILL ON COMPOUND PREFIXES.

1. He was irreconcilable to his irretrievable loss.

2. The doctor prescribed aconite and proscribed quinine.

3. The unrecognized insurgents sent a non-committal message.

4. The recompense was disproportionate to the work performed.

5. Let us reconsider the dismissal of the discommoded reprobate.

6. They were disconcerted because their fine work was unrecompensed.

7. The unexcused accomplice encountered an uncontrolled patrolman incognito.

8. Do not misjudge him who mispronounces a hitherto unencountered substantive.

9. The plea of the subcommittee was encumbered with several concomitant phrases.

10. She was undisturbed by the reproaches which greeted her unaccomplished task.

11. The subcomptroller of the treasury endeavored to compromise on the sub-contract.

12. The school-master used the rod to counteract accumulating, indefinite insubjection.

13. The uninstructed and unintelligent proconsul had a strenuous controversy concerning the unpromoted auxiliary.

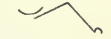
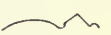
14. With multitudinous, but inexplicit directions, the undisturbed desperado approached his appropriate destination.

LESSON IX.

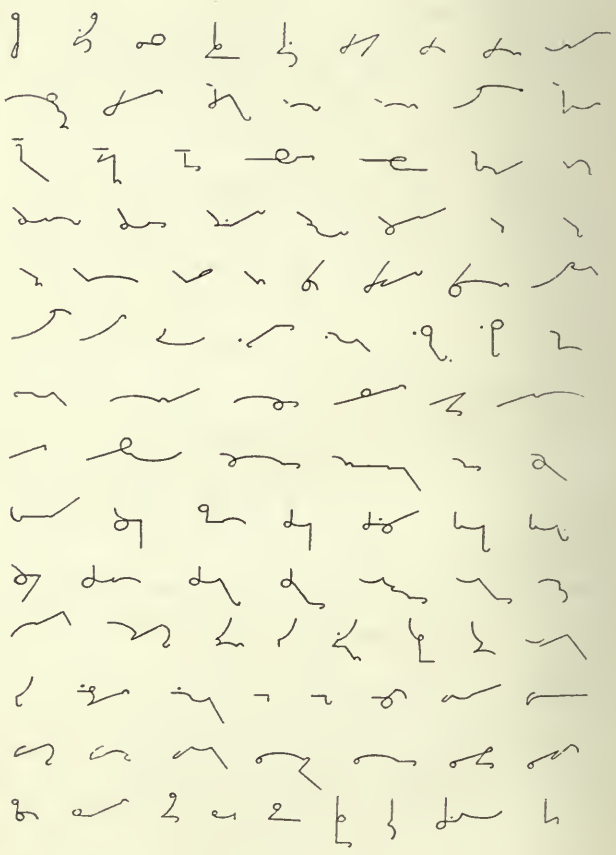
JOINED SUFFIXES.

SUFFIX.	SIGN.	EXAMPLE.	APPLICATION.
Able, ble, ible	(*b*),	notable	
Ably, bly, ibly	(*bē*),	suitably	
Ability, ibility	(*bt*),	durability	
Agraph, ograph	(*g*),	paragraph	
Ality, elity, ility arity, erity, irity erity, ority, lity, rity	(*tĭ*),	morality	
		majority	
Ative, etive, itive otive, tive	(*v*),	talkative	
Cian, cion, chion sion, tion, cious, ceous, tious	(*sh*),	physician	
		conscious	
Dard, dered	(*dd*),	standard	
For, fore, ful	(*f*),	before	

SUFFIX.	SIGN.	EXAMPLE.	APPLICATION.
Geous, gious	(*js*),	gorgeous	
Gion, tune	(*ch*),	region	
Ime, ine	(*down*),	time	
Less, lous	(*l*),	heedless	
Ly (except after vowel circles)	(*ĕ*),	extremely	
Ment	(*m*),	rudiment	
Ness	(*ĭ*),	goodness	
Nding, ning, nging	(*ing*),	binding	
Ology	(*ol*),	theology	
Ōne	(*o*),	alone	
Oun, ound, own	(*ow*),	crown	
Self	(*sf*),	yourself	
Selves	(*sv*),	themselves	
Ward	(*d*),	forward	
	COMPOUND SUFFIXES.		
Ableness	(*bĕ*),	sociableness	
Atively, itively	(*vē*),	relatively	

SUFFIX.	SIGN.	EXAMPLE.	APPLICATION.
Ativeness, itiveness	(*vĕ*),	superlativeness	
Fullness	(*fĕ*),	cheerfulness	
Fully	(*fē*),	gratefully	
Geousness	(*jĕ*),	gorgeousness	
Imely, inely		timely	
Ineness		fineness	
Ingly	(*ingē*),	smilingly	
Ingness	(*ingĕ*),	willingness	
Lessly, lously	(*lē*),	carelessly	
Lessness	(*lĕ*),	carelessness	
Mental	(*ml*),	experimental	
Mentality	(*mtī*),	instrumentality	
Ously	(*sē*),	famously	
Ousness	(*sĕ*),	seriousness	
Sciously, tiously	(*shē*,)	consciously	
Sciousness, tiousness	(*shĕ*),	consciousness	

EXERCISE 96.



EXERCISE 97.

Abound,
aspiring,
atone,
backward,
biting,
caligraph,
cautious,
cautiousness,
celerity,
charmingness,
coldness,
comparatively,
consciously,
consciousness,
courageous,
cumbrousness,
deceptive,
desirableness,
disparity,
docility,
downward,
experimental,
extremely,
facetiously,
facility,
faithlessly,
famously,
faultless,
finding,
fine,
finely,
fineness,
fortune,
frown,
fullness,
garment,
garrulously,
garrulousness,
gorgeous,
graceful,
gracious,
greatness,
handsome,
hilarity,
himself,
hopefully,
horribly,
impression,
itself,
jealous,
jollity,
lawlessness,
legality,
legion,
lime,
lonesome,
majority,
meditative,
mentality,
motive,
needless,
notable,
optician.
passable,
pathology,
peaceably,
peacefully,
photograph,
position,
positively,
poverty,
sentimentality.
severity,
shining,
skillful,
smilingly,
spaciousness,
spine,
spitefulness,
stability,
stanchion,
superlative,
supinely,
thanklessness,
themselves,
time,
timely,
torment,
useless,
wandered,
willingly,
worship,
yourselves.

EXERCISE 98.

Adjective, agility, alacrity, allurement, apartment, artlessness, asperity, assign, awkward, barbarity, binding, bothersome, brine, bringing, burning, cautiously, charity, cheerfulness, chime, chronology, clinging, combativeness, comparative, condone, contagious, credulous, dangerously, demonstrative, descriptive, dime, discerning, document, doleful, draining, drowning, durability, earning, enchantment, facetious, faithful, faithless, familiarity, feasible, feigning, fidelity, figuratively, finely, flinging, friendship, frivolity, fully, fundamental, gaining, gorgeousness, graciously, gratefully, grime, hardness, heartless, heartlessness, hopeful, hopeless, instrumentality, jokingly, kinship, laudable, laughing, lawful, learning, liberty, lime, locomotive, longingly, mercilessly, merriment, mining, minority, miserable, mutability, nation, nine, notably, oneself, ourselves, outrageous, painfulness, parchment, passably, peaceable, peacefulness, physician, ponderously, positive, prickly, querulously, querulousness, raining, rascality, ration, recitative, refreshment, region, relative, relatively, representative, resound, renown, rhyme, rounding, sanction, scoffing, seamless, sedative, seeing, sentimental, shameless, sign, skillfully, sociableness, softness, soulful, southward, spacious, spitefulness, squandered, staining, statement, sublime, supineness, sustaining, temerity, thoughtlessly, thronging, throwing, tine, tiresome, toning, trustful, trying, turning, unreasonableness, versatility, vine, vocative, vulgarity, wasteful, wherefore, willingness, winding, wine, worriment, wringing, yourself.

B. O. BAKER
LAWYER
DALLAS, TEXAS

WORD-SIGNS.

also		move	
altogether		nowhere	
behind		number	
besides		present	
business		principal principle	
credit		president	
custom		prompt	
dollar		quantity	
evening		receipt	
hitherto		refer reference	
inquest		report	
inquire		rather	
literature		self	
literary		several	
manufacture		whom	

Sentence Drill on Suffixes.

1. An ambitious man should not be sentimental.

2. The physician read a thesis of his own composition

3. The darkness of the apartment alone arouses temerity.

4. She was singing and spinning amidst these surroundings.

5. As soon as consciousness returned he arose with alacrity.

6. The action of the deceptive fortune-teller was outrageous.

7. A fugitive from justice, he zealously guarded his identity.

8. In my judgment, the charmingness of the scenery is remarkable.

9. When the session opened he expressed his views with positiveness.

10. The outcome of the arraignment was a welcome decision in the affirmative.

11. After an experimental course in mineralogy, the ambitious student left for a mining region.

12. The regiment marched forward bearing the standard, heedless of the losses they were sustaining.

13. The engineer's inability to successfully run the standard locomotive is responsible for his discharge.

14. We pondered while the talkative and heedless orderly took the liberty of accusing us of contemptible coercion.

LESSON X.

Contraction by Proximity.

This is one of the most important principles of abbreviation. The student has probably already found that in reading shorthand notes, words are frequently deciphered before the last sign is read. Take for instance the following sentence in longhand:—

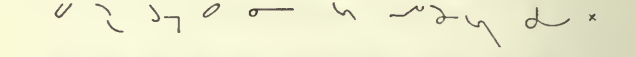
I can deci— a senten— easi— from the gen— tenor of the conte—, though the chara— are incomple— .

This can be read at a glance as signifying, "*I can decipher a sentence easily from the general tenor of the context, though the characters are incomplete.*"

Hence it follows that by applying this principle to shorthand, words may be written with any degree of brevity desired, and a great deal of time saved by contracting words which are legible in an incomplete form. On the other hand, if no plan were formulated to guide the writer in contracting, and indicating contracted outlines, a haphazard style of writing would ensue, and the reading of notes would be largely a matter of guess-work. For this reason the following method of contraction has been devised:—

Article 36. (a) Write the first and leading part of a word, or enough of it to insure legibility, (b) then raise the pencil slightly and begin writing the first sign of the next word immediately above the end of the last sign of the contracted word. This indicates that the word is incomplete.

Example: *You *must not fail to put our advertisement next to reading matter whenever possible.*



Do not abbreviate in this manner on more than three consecutive words: the third word is usually written in full. If the writer wishes to contract on a third word, a dot placed in the usual position must be used to indicate such a contraction.

As all shorthand students are not possessed of the same degree of education or mental acumen, no arbitrary rule can be given as to the sign to be contracted upon. One's own judgment and ability to read shorthand must be the guide; but the writer should always contract as briefly as is consistent with legibility. In words of one syllable contraction may be made after the first vowel, diphthong, or combination sign. Familiar dissyllables may, as a rule, be contracted upon after the first vowel, etc., or after the second consonant stroke, if a vowel precedes. Words of more than two syllables should seldom be contracted on before the third consonant stroke has been written, unless the contraction is made on a vowel, diphthong or combination sign. Technical terms used in commercial, legal, medical or scientific work, as well as all unfamiliar terms and proper names, should be written in full in shorthand, unless they be repeated so often as to be perfectly legible in a contracted form.

* See Article 38.

RULES.

1. Do not indicate a contraction with a word separated by a pause, and do not use figures or proper names for this purpose; instead place a dot close to the end of the incomplete word. The dot may also be used for this purpose at the end of a line, or in any other case where the following word cannot be conveniently written. The word outline, however, should be used whenever possible, as it saves a stroke.

2. Compound words should be joined when convenient; but if joining necessitates too long an outline, the first word of the compound may be contracted on.

3. Do not contract *joined* words. Write them in full according to rule given on page 74. This does not apply to *compound* words.

4. The prefixes, suffixes, and S dot should never be used in writing proper names.

5. When a period, an interrogation point, or an exclamation mark, ends a sentence, it may be used to indicate a contraction.

6. Corresponding shorthand characters may be used, phonetically, for all common abbreviations; as, *volume*, *vol.* ; *degree*, *deg.* ; *advertisement*, *ad.* ; etc. In such cases do not write the following word in proximity.

7. The plurals of contracted words are indicated by the addition of the S dot to the part of the word written; thus:

fling, ; *flings,* : *the runner came,* ; *the runners came,* . Should a circle be contracted on, the dot to indicate the plural may be placed immediately *above* the circle, and the contraction is then indicated as usual.

8. Long a and short i when contracted upon are given their *final positions.*

Do not fail to apply all rules governing contraction by proximity. Carelessness in this direction will invariably tend to illegibility of notes.

Article 37. Final *ing* may be omitted and the omission indicated by beginning the first of the sign following about one-quarter of an inch above the end of the preceding sign.

Example: *Thinking is the talking of the soul with itself.*

Article 38. At the end of a contracted outline the omission of **oo, w** or **ŭ** may be indicated by placing the beginning of the following sign immediately below the end of the sign last written.

Example: *His eye shall look upon the ruins of the world.*

Article 39. The shorthand outline of a verb in the present tense may be used also for the past tense of the verb, where the context furnishes an accurate distinction.

WORD-SIGNS.

anywhere

already

another

anxious

behave, behavior

between

circumstance

correspond-ence

difficult–y

everyone

everywhere

govern-ment

immediate–ly

nevertheless

newspaper

none

notwithstand-ing

order

ordinary

punctual

practical

revenue, reverend, reverence

receive

reply–ed

respect–fully

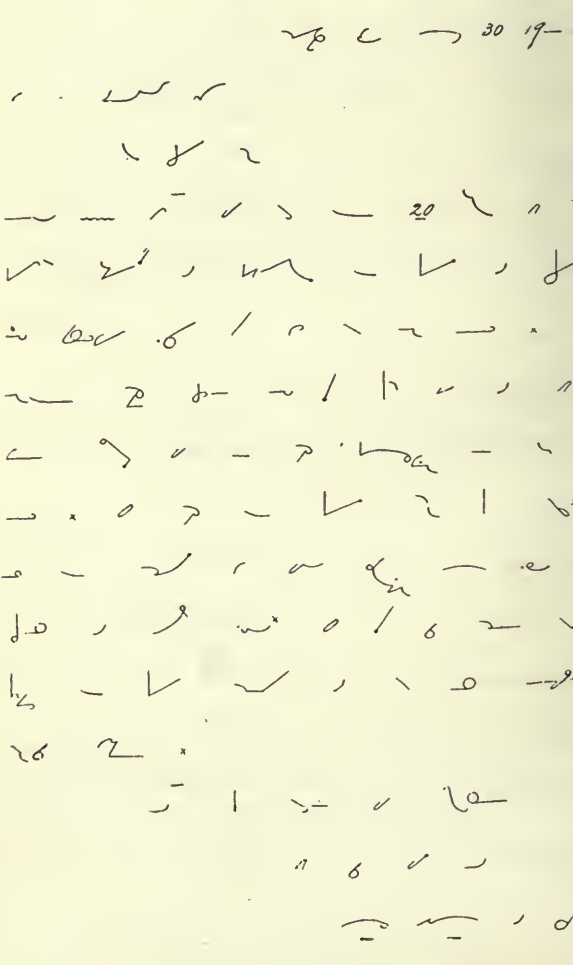
return

statement

satisfaction

value

EXERCISE 99



EXERCISE 100.

MILWAUKEE, WIS., *January* 30, 19—.

W. H. ANDERSON, ESQ., ST. PAUL, MINN.

DEAR SIR:—Replying to your favor of the 20th inst., we have pleasure in inclosing circulars and price-lists of bells and bolts. These quotations will hold good only for ten days. The tendency of the market points to these goods being much higher, and we would advise you to make purchases within the next ten days.

Our make of bells must not be confounded with that of makers who use cast iron, which has a bad tone and cracks easily. Our goods are made from the best quality of bell metal, and for tone, durability and finish are unequaled.

Trusting to be favored with your esteemed order, we are,

Yours truly,

JAMES RICH & CO.

DETROIT, MICH., *January* 31, 19—.

Messrs. TURNER & BROWN, BOSTON, MASS.

GENTLEMEN:—We have your favor of the 1st inst., with cash check for $2,000, as full payment for privilege of trade discount of 17 per cent. from your purchases of Association Goods for the year ending June 30, 19—, subject to conditions of agreement. We will mail you certificate as further acknowledgment in a few days. In the meantime, we remain,

Yours very truly,

ROBINSON & CO.

EXERCISE 101.

BE DETERMINED.

What the multitude of people who populate the world need most is a strong determination to succeed.

There are those who become faint-hearted and give up when the first obstacle presents itself and drag along in despair. The person who permits the little things to overcome him today will never surmount the difficulties that will be waiting for him tomorrow—those that fall thick and fast when we get into the world of action.

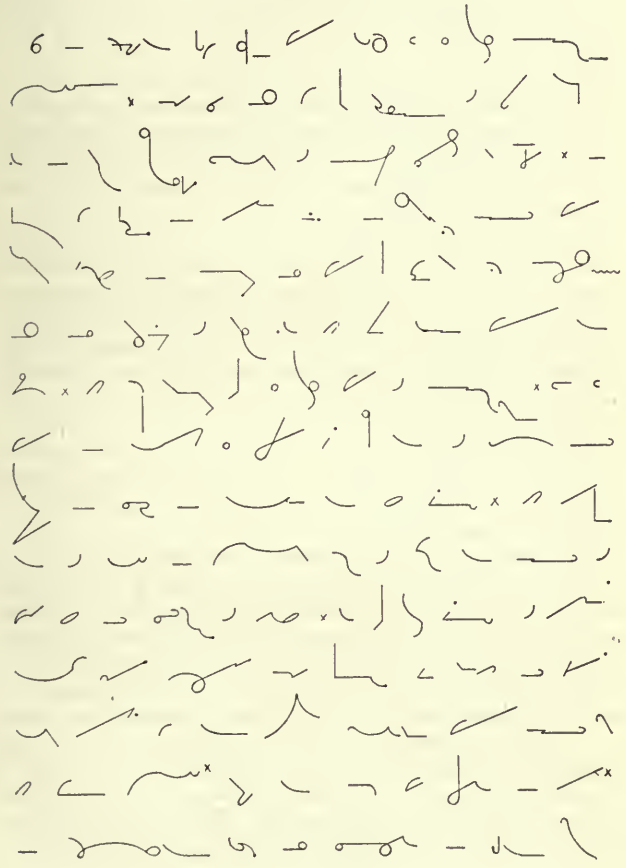
We must be fortified by a strong will and determined effort. It is well to select a goal high above us and each day struggle to attain the summit of our ideal.

We look about us and see the successful men and women of today and wonder how they attained eminence and renown. Not by sitting idly and letting someone else shoulder their burdens; on the contrary, they cultivated self-reliance, one of the greatest essentials in the world today, if we would succeed. Few of them were born to luxury. The majority of the names that adorn the pages of the history of a nation were cradled and nourished in the lap of poverty.

It was by a strong determination and fixed purpose that they won. We wonder why we are not prominent and identified with the active members of state and society. We need only look within ourselves and behold that faint heart and lack of confidence in our own ability, little or no self-reliance or fixed effort. A will that is swayed by every breeze like a straw upon a turbulent sea, will never bring success; for, while others are struggling nobly, we are idling our time and bemoaning our sad fate.

Then we call it luck. But we know better. Luck had nothing to do with it. We are born with the same advantages as that poor little fellow next door; the only difference being

EXERCISE 102.



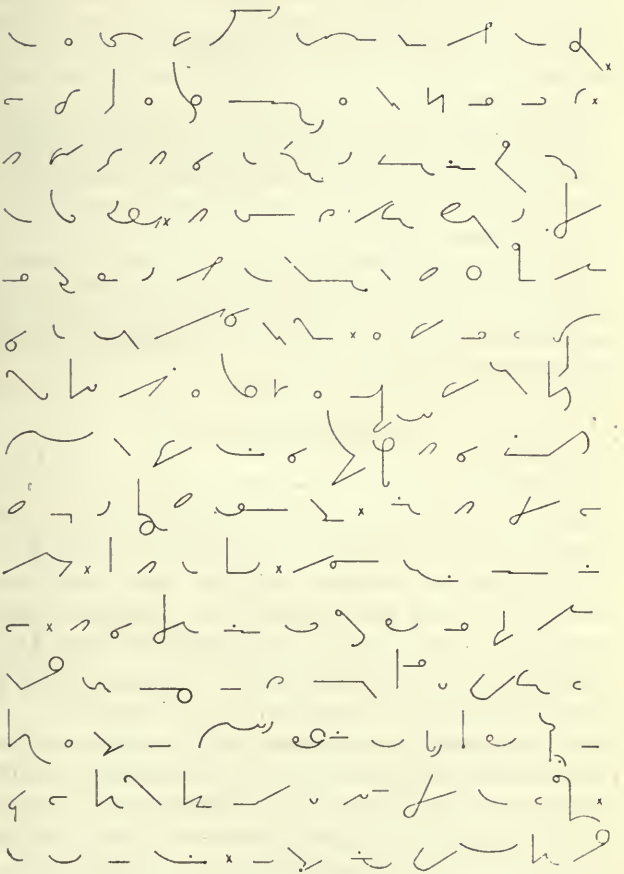
that he kindled within his breast a fire to succeed and associated with such people and books as enabled him to keep it burning ever bright until he reached the goal of his ambition.

Not so the others. The fire thus kindled soon burned low and they failed to replenish it with right thoughts and actions, and it smoldered and died, leaving them as much, if not more, weaklings than before, without hope, without ambition. They then grumble and call it "Fate." Don't do it. Fate knew nothing about it.

The man or woman who succeeds has to be ever alert and active. No time for loitering. Minutes are precious and to the wise man or woman mean dollars. Some find it easy and a sort of consolation to blame fate, but this old fellow has more burdens than he can carry just because some of us lack the energy to call forth the best that is in us. Awaken! Come to a realization of yourself. Shake the cobwebs out of your mind and plant the seeds of good thoughts. Let them flourish, and if the soil is good, you will bring forth a harvest of ideas that will mean success in abundance. That is what we are here for. We are not doing the work we are intended for if we do not succeed.

We should not allow ourselves to be swept along like a piece of driftwood, but husband all our forces and make a niche for ourselves in the world. We can all do it. It requires a little effort and perseverance, but the result is worth the time spent. A strong determination and strength of will should carry us along. There is not a human being possessed of all his faculties who has not in him an idea that will lead him on to a successful goal; but there are very few who have stamina enough to adhere to it until the dawn.

Some give up at the beginning; some because that which they anticipated is not realized in a day; some get disheartened at the very last minute with success almost in view,



while the few plod along and finally realize all their dreams. This is not luck, not chance, not fate. It is all an effort, and a hard one, but we are fully recompensed when it is finished and success crowns our labors. Then we can rest and enjoy the fruits of our toils.

We must learn to strengthen the will, to instil into ourselves the fact that it takes grim determination to succeed, that we must keep at it until the desire of the heart is fulfilled. This is the disposition of all successful people of today, and of those of the past.

Do you want to be successful? Then hold on with unswerving tenacity. If you are weak and vacillating, you must march slowly along an uncertain road with the mass who try to get results without effort and are grumbling, moaning, and filled with discontent.—*Selected.*

PROPER NAMES.

Proper names should be written in longhand if time permit; if not, write them in full in the simple style and underscore; they should never be abbreviated except when very familiar, or frequently repeated, when some suggestive contraction may be employed. Technical terms and phrases, often repeated, may also be contracted in a similar manner if time will not permit writing them in full.

In this system every word is written, it being the only shorthand method which follows such a course. Words cannot always be exactly supplied by the context, the substitution of "a" for "the" sometimes causing a serious error. The Pernin Shorthand is sufficiently rapid to allow every word to be written, and this is the only safe plan.

SHORTHAND PUNCTUATION.

This does not differ very materially from the ordinary printed punctuation. The reporter or stenographer does not stop while taking notes to insert more than a sufficient number of punctuation marks to guide him to the correct transcription of his notes; but he should be thoroughly conversant with punctuation in order to employ it properly in transcribed work. Examples of punctuation marks used in shorthand, follow.

Period	×	Paragraph	⊤	
Interrogation	?	Capitals	//	(under beginning of word)
Dash	~~~ (on line)	Laughter	⦚	
Underscore	—— (under line)	Applause	/	
Parenthesis	⌈ ⌋	Hissing	⟍	
Exclamation	!	Emphasis	=	(beneath words emphasized)

The full stop or period may also be indicated by leaving a blank space about an inch and one-half in length between the end and beginning of sentences.

If other punctuation marks are desired, use those employed in print.

Review.

What is meant by contraction by proximity? Is there a definite rule governing the brevity of outlines? How briefly should words be written? How much of a word should usually be written before it is contracted on? How are contracted outlines indicated? Illustrate by example. How many consecutive words should be indicated in this manner? Is the third word usually contracted on? If, at the discretion of the writer, the third word is contracted, how must the contraction be indicated? How should unfamiliar or technical words, and proper names usually be written? When may there be an exception? How are **o͡o** or **u͡** indicated at the end of a contracted outline? Illustrate. How is final *ing* indicated? Illustrate. How are compound words written? Should joined words be contracted on? What signs should not be employed in writing proper names? How are contractions indicated at the end of a sentence? How are common abbreviations written? How are the plurals of contracted words indicated? How, when a circle is contracted on?

PHRASING.

Phrasing, in the Pernin shorthand, is simply the joining of words in their original or contracted forms without employing arbitrary signs to represent them, and these phrases are as easily read as if the words were disconnected. Phrasing in this system may be employed extensively with great advantage, as writing several words without raising the pencil adds much to speed. The phrases do not need memorizing; writing them a number of times will be sufficient to fix them in the memory so that they can be both written and read without hesitation. This, of course, the student should be able to do before adopting them into his regular work. Phrasing is of little value if the writer is obliged to hesitate in the middle of a phrase to recall its proper form.

Long experience in teaching has shown the author that the majority of students on beginning to phrase are inclined to go to extremes. They, not infrequently, join words together which have no connection, either naturally, logically, or otherwise, and, from the difficulty in deciphering, lose the benefit of the increased rapidity which has been gained in writing. The folly of such a course is strongly urged upon the learner. Rapidity of writing is valuable only when associated with ease and accuracy of reading; when the latter are wanting, phrasing loses its value, and had better be entirely dispensed with.

Phrases should be simple, naturally formed and not too

numerous. They should be composed principally of words made from horizontal lines and curves.

The Pernin system, as has been frequently said, is the only one which, on account of its great simplicity of construction, and natural and easy forms of contraction, leaves the mind unhampered and free to co-operate with the dexterity of the hand, acquired by daily and systematic practice. Shorthand amanuenses and beginners of the study unacquainted with the workings of any method but their own, are sometimes struck with the apparent brevity of an outline written according to a system differing from the one they use, and, without waiting for further knowledge, jump at the conclusion that they must adopt some arbitrary contraction, or makeshift, to have their writing conformable to it in appearance. Here, as elsewhere, is verified the truth of the old saying, "A little learning is a dangerous thing." Let the learner beware of trusting too much to appearances; they are even more deceptive in shorthand phrasing than anywhere else. He will find as he advances in knowledge of the winged art, and compares his own simple, legible method with others, that the briefest outline to the eye is often far from being the most rapid of execution; that shading detracts greatly from speed in writing, and that arbitrary contractions and a voluminous vocabulary of word-signs will burden his memory, and consequently impede the activity of his fingers. The highest degree of speed in the shortest space of time (and time is a very valuable desideratum in this hurried age of

ours) can be obtained only when the mind and fingers act in harmony and bear the burden of the work equally between them.

Again, the great legibility of the Pernin shorthand is one of its strongest claims to superiority, and this must not be lost sight of in phrasing. It is the twin sister of rapidity of execution, and both should go hand in hand; one is valueless without the other. In the matter of legibility, our light-line, non-position, connective vowel system shows to special advantage in phrasing.

Apropos of the subject of simplicity in phrasing, we quote a few lines from an article in Browne's text-book of Phonography:

"Mechanics and mechanical inventors have an axiom that the more complicated the machinery the greater will be the friction. In machines, as in Phonography, simplicity is aimed at in getting power and speed; there, as in Phonography, a wheel within a wheel is often found to be an incumbrance rather than the help for which it was intended. Levers compounded to a certain extent are good; beyond the limit they are a drawback, the gain in power or speed being more than counterbalanced by the distance lost or the force exerted to attain it. A rapid longhand penman can make over four hundred strokes or inflections of the pen in a minute, because the strokes and turns are familiar—are free movements—and require scarcely any action from the mind, or time for thought. A like familiarity with Phonography, if it is a flowing style, will, undoubtedly, give as a result a speed of from two hundred to two hundred and fifty words per minute. From the longhand computation we can see that it is not brevity that is necessary for a high rate of speed. Too many arbitrary char-

acters and too many diverse ways of writing words are hindrances rather than helps. It is a common error promulgated by an author who has no other claim to originality, that the shortest outline is the most rapid. He forgets that swift writing is quite as much a mental as a manual process, and that by his principles of brevity he hampers both the mind and the hand. * * * * * Each plays an equal part in the dexterity of writing, and each must have full freedom to secure the best results."

This is exactly what we claim in the Pernin shorthand; and we here find writers whose cry of superiority was formerly based on brevity of outline, now coming forward with a plea for greater simplicity in the art by the use of less arbitrary forms of contraction. The point is so well sustained that we cannot refrain from making a further quotation:

"In considering mental law, the process of thinking must be analyzed. Our most rapid thoughts are expressed on subjects not complicated in their nature; that is, if we think rapidly, we must think simply. Complicated thought is destructive to rapid thinking. If an invention like the development of the complicated structure of a very fine watch could be thought out in one instant of time, it would prove that complicated action is as quickly executed mentally as any other action; but all evidence is against the development or invention of any great machine of numerous parts in an instant of time. Such inventions are accomplished by long and slow thinking, by improvement being made upon improvement, by thought working upon a part of the machine at a time till the whole is completed. This being a fact, the system of phonography must be adapted to simplicity of mental action in order to contribute speed."

The phrases in the present volume have been compiled with the view of giving the learner an idea of the kind and quality of words that should be phrased, and not for the purpose of memorizing. They are not arbitrary, as will be seen. The majority of them are words written in full and connected for convenience only. As before stated, however, they should be practiced upon until the learner can form an idea of the words suitable for phrasing which occur in his writing, and can make them naturally and without effort as they appear in his practice.

As a rule, two or three words joined should be the length of a phrase, although in special cases more are allowable. In writing business letters such expressions as "Your favor just at hand," "Replying to yours of recent date," and others of a similar nature, could be written very briefly. So, also, in law and other departments of shorthand work, technical or frequently recurring phrases may be written in a very condensed form. Stenographers will very naturally form phrases for themselves suitable to the special work in which they are engaged, and in this they must be guided by good judgment. In all new matter there will be material for new phrasing, from which, with the numerous examples appended as a guide, it will be easy for the stenographer to form phrases of his own. Words composed of horizontal lines and curves are the most advantageous for joining; when written vertically not more than two words should be joined, as the phrase would interfere with the following line.

Pernin's Phrase Book (vest pocket size) which contains a comprehensive list of common phrases, as well as law phrases and all authorized word-signs, has been published as a supplementary work on this subject, and should be secured, for ready reference, by the student, and in fact by all Pernin writers who aim to become expert.

RULES FOR PHRASING.

1. Join only such words as run together naturally, and which are not separated by pauses; as, *we-note-what-you-say*, *what-do-you-wish*, etc.

2. When the subject is a personal pronoun, join it to the verb following, except when the verb begins with a disjoined prefix; personal pronouns are also joined medially or finally when they are objects of the verb.

In no case connect a word with a disjoined prefix.

3. Join the simple personal pronouns, circles, and all such simple words as *an*, *and*, *any*, *in*, *on*, *of*, *for*, *from*, *this*, *that*, *these*, *to*, etc., to the words following.

"Out" may be joined very conveniently initially, medially, or finally; as, *out-of-doors; get-out-of; found-out;* etc.

"Own" is readily joined after possessive pronouns; as, *our-own*, *your-own*, *my-own*, etc. "Own" is also joined initially or medially, as, *our-own-day*, *own-time*.

4. When *would*, *will* or *with*, begin a phrase, write the **w** thus, *will-you-go*, w-l-ū-g; *would-not*, w-d-n; *with-them* w-th-em; but medially or finally, the **w** is omitted, thus, *you will-go*, ū-l-g; *you-will*, ū-l; *go-with*, g-th; *go-with-them*, g-th-em.

When the words "are" and "long" occur medially or finally in a phrase they are represented by "**r**" and "**lŏ**", respectively; as in, *there-are*, ; *a-long-time*, ; etc.

5. Do not phrase "the" initially, as it might conflict with "to." Always join "to" to the next word when the latter does not begin with a disjoined prefix. Drop **v** in *have* and phrase the **ă** sign at the beginning and in the middle of words; as, *have-you-seen*, ă-ū-sēn; *we-have-done-so*, we-ă-dun-s; supply it at the end of phrases, usually dropping the **ă**; as in, *did-you-have*, dd-ū-v; etc.

"As," in a phrase, whether initial, medial, or final, is represented by the **ă** sign. When *as* is followed by a circle, the word must be written in full.

6. When two word-sign circles follow each other, such as *at-all*, *our-own*, etc., the first word of the phrase is written in full; thus, *at-all*, ⌐○ ; *our-own*, .

Circles used as word-signs and occurring at the end of phrase outlines are, with the exception of the word-sign "out," traced below horizontal strokes. After all other strokes these word-signs take the usual positions of final circles.

7. The final circles and half circles of word outlines, including those of word-signs, retain in phrasing, or in the formation of derivative words, the positions that they are given when the words in which they occur are written separately.

8. The last word of a phrase must always be written in full unless such last word is represented by a word-sign. As an exception to the rule, personal pronouns, the circles, and such simple words as *in*, *on*, *an*, *of*, *to*, etc., may be joined to a contracted word.

COMMON PHRASES.

1. A-good, a-great, a-boy, a-man, a-book. About-it, about-that, about-which, about-her. All-could, all-would, all-did, all-should. And-they, and-their, and-will, and-he-should, and so, and-so-forth.

2. As-much, as-much-as, as-could, as-this, as-much-as-they, as-soon-as, as-long-as, as-she-could, as-well-as, as-good-as, as-great-as. At-all, at-times, at-once, at-them, at-last, at-present, along-with-them, along-with.

3. Be-so, because-it-is, because-of-it, because-of-her, because-of-his, because-it-would, by-all, by-them, by-the, by-that-means.

4. Could-a, could-you, could-we-do-so, can-do-as-well, can-do-as-much, could-be, could-have-been, can-there-be.

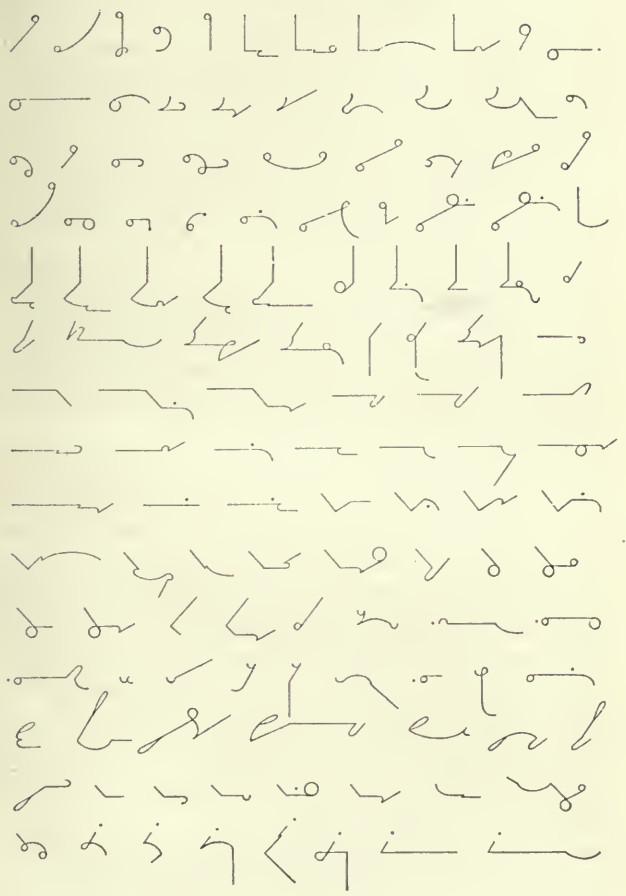
5. Do-a, do-for, do-for-them, do-for-their, do-you, do-your, do-we, do-they, do-her, do-them, do-it, do-not, do-not-go, do-all-their, did-their, do-with, do-with-it.

6. From-the, from-him, from-her, from-them, from-which, for-his-sake, for-us, for-they-are, for-their-own, for-your, for all, for-all-that, for-all-the, for-all-their. Go-in, go-in-there, go-at.

7. He-and-she, heard-of, had-all, had-we-not, he-is, he-will, he-can, he-could-be, he-should-have, has-to, he-has-been, had-them, how-is-it, how-goes-the, how-long-will, how-well-did-you, how-soon-is, how-should-you, how-could-you, how-are-they.

8. In-the, in-this, in-these, in-those, in-their, in-to-the, in-so-far-as, in-as-much-as, I-am, I-might, I-should-

Common Phrases.



COMMON PHRASES—CONTINUED.

be, I-could-have, I-ought-to-be, I-did, I-did-so, I-did-not, I-do-not, I-know, I-was-so, I-will, I-can, I-can-say, I do, if-so, if-he-will, if-she-would, if-possible, if-they-did-so.

9. Just-as, just-as-well, just-as-good, join-with, join-with-their, no-good, no-one, no-more, not-any.

10. On-the, on-which, on-it, on-them, on-that, on-that-day, on-this, on-an, on-their, of-their, of-it, of-them, of-you, of-our, of-his, of-this, of-any.

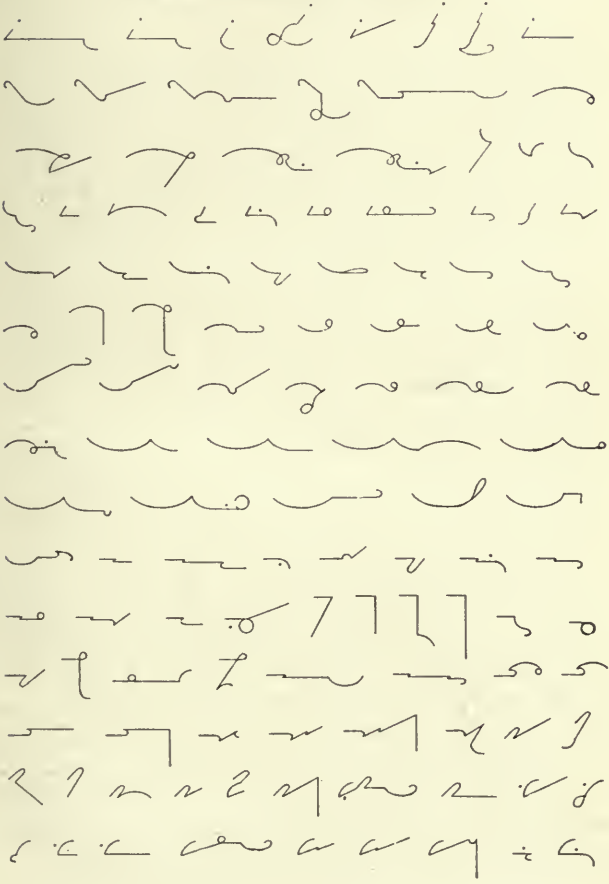
11. Should-a, should-be, should-have-been, should-they, such-as, such-as-the, such-as-not, so-far, so-will-they, so-will-he, she-will, she-was, she-has, she-has-so, she-has-not, shall-then, some-of, some-of-the, some-of-which, some-of-that, some-of-these, some-of-those, some-day, some-hour, some-time, so-they-may.

12. To-the, to-do-it, to-him, to-her, to-you, to-them, to-this, to-that, to-their, to-it, to-hold, to-go, to-be, to-be-more, to-be-able, to-any, to-own, to-your, to-have-been, to-have-done, to-have-gone, to-do-so, to-do-this, they-shall, they-should, they-would, they-would-be, there-is, there-are, there-will-be, there could-not.

13. We-will, we-can, we-have, we-could, we-should, we-are, we-were, we-will-be, were-we-to-say, we-do, who-will, who-was, who-is, who-with, who-would, will-have-to-say, where-are, where-will, will-he-be, with-his, with-them, will-then-be, what-is-it, what-it-is, what-was-it, with-whom, with-their, will-that.

14. You-and-they, you-could, you-should, you-would, you-did, you-will-be. you-will-not. you-are, you-are-not.

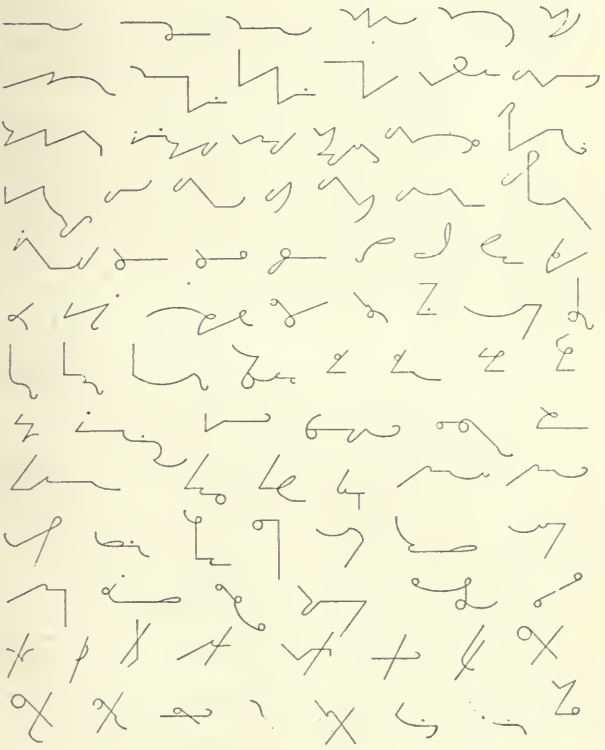
Common Phrases—Continued.



MISCELLANEOUS PHRASES.

Dear-Sir, Dear-Madam, My-dear-Sir, Mr.-President, Mr.-Chairman, Mr.-Speaker, Ladies-and-Gentlemen, My-dear-brethren, Beloved-brethren, Dearly-beloved, Fellow-Citizens, Your-favor-of-recent-date-at-hand, Inclosed-please-find, I-herewith-inclose-you, In-reply-to-yours, In-response–to–your–recent–favor, Your–favor–just–at–hand, We-beg-leave-to-state, Please-state-in-your-reply, Yours-truly, yours-very-truly, Yours-respectfully, Yours-very-respectfully, Yours-and-so-forth, Your-obedient-servant, I-remain-very-truly-yours. In-order, In-order-that, out-of-order, out-of the-way, out-and-out, out-of-it, quite-as-well, quite-as-much, quite-likely, just-as-well-as-not, as-follows, for-example, together-with, some-time-ago, by-all-means, by-no-means, by-this-means, by-some-means, of-course-it-is, on-account, on-account-of, on-that-account, on-no-account, on-the-contrary, I-do-not-think-so, present-day. What-do-you-say, at-all-events, in-a-word, get-rid-of, get-it-all, get-out-of, keep-it-up, let-us-see, let-us-say, not-long-ago, now-and-then, not-a-bit-of-it, ought-to-be-able, so-much-good, set-it-down, seems-to-go, let-it-be, I-have-no-doubt, as-fast-as, few-days-ago, as-soon-as-possible, as-long-as. Month-to-month, hand-to-hand, bye-and-bye, little-by-little, from-time-to-time, day-to-day, again-and-again, over-and-over, over-and-over-again, often-and-often day-after-day, many-more, forever-and-ever, on-the-other-hand, any-of-them, in-regard-to that

MISCELLANEOUS PHRASES.



ADDITIONAL WORD-SIGNS.

Account

Advertise-ment

Among, Amongst

Amount

Anxiety

Agency

Appear

Capable

Certain-ly

Charge

Circle

Circumstance

Circumstantial

Clerk

Close-d

Claim

Collect

Correct

Consequent-ly, Consequence

Anybody

Arrive

Accord-ing

Attention

Become-ing

Belong-ed

Beyond

Commercial-ly

Contrary

Democrat, Democracy

Depart

Differ-ent

Deliver

Doctor

Down

Example, Examine-ation

Exchange

Exercise

Equivalent-ly

Enclose

Especial-ly

Evident

Familiar

Finance-ial

Formation

Guarantee

Hand

Ideal

Instant

Investigate-tion

Insurance

Language

Large

Mr.

Madam

Make

Messrs.

Market

Mean-s

Method

Name-ly

Necessary

Object-tion

Obligation
Obligatory

Opportunity

Occasional-ly

Opinion

Otherwise

Particular-ly

Place

Pleasure

Popular
Populate-tion

Public
Publish-er

Punctuate-tion

People-d

Practice

Private

Railroad

Railway

Recover

Regular

Remember

Republic-an

Request

Require

Return

Satisfy
Satisfaction

Satisfactory-ly

Similar-ity

Situated

Stenographer

Said

Special

Suggest

Telegraph-y

Telegram

Telephone

Testimony

There, their

This

Together

Under

Ultra, ultimo

Unto

Universe-al

Usual-ly

Value-d

Where

Week

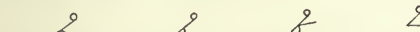
Young

EXAMPLES OF WORD-SIGNS

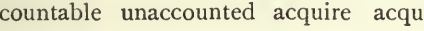
Used in Longer Words and Phrases.

Accord-ing accordant accorder account accountant

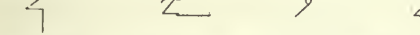
accountable unaccounted acquire acquirement acquirer



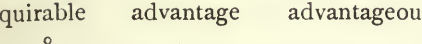
acquirable advantage advantageous disadvantage



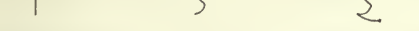
advertise-ment advertiser after afterward hereafter



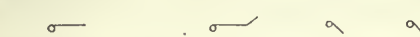
agent agency *all all-wise all-Saints all-right allspice



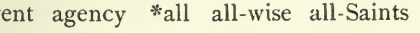
although another one-another hand handsome



handy hand-full hand-glass answer answered unanswered



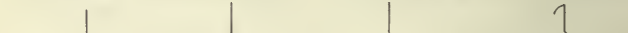
answerable anxious, anxiety anxiously anxiousness



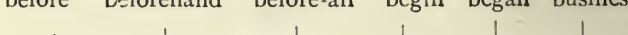
appear appearance non-appearance book book-store

* Note.—When "all" is followed by a circle or half-circle the "l" is supplied, as in all-hail, all-along, all-around. "Al" (with broad a) at the beginning of a word may be represented by the word-sign for "all."

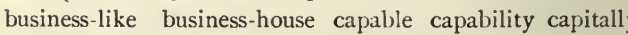
become-ing becomingly becomingness unbecoming



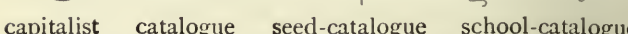
before beforehand before-all begin began business



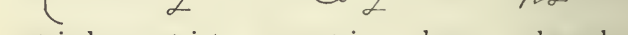
business-like business-house capable capability capitally



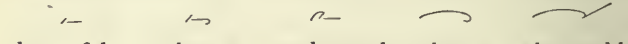
capitalist catalogue seed-catalogue school-catalogue



certain-ly certainty uncertain change changeless

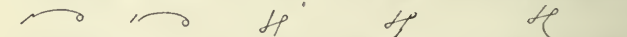


changeful exchange unchanged charge chargeable

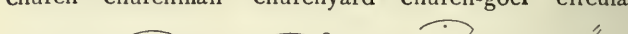


recharge surcharge character characterize characteristic

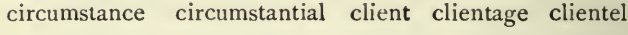
church churchman churchyard church-goer circular



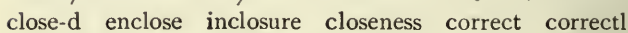
circumstance circumstantial client clientage clientele



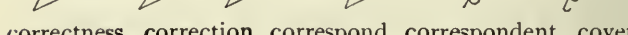
close-d enclose inclosure closeness correct correctly



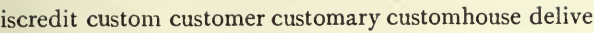
correctness correction correspond correspondent cover



uncover coverlet discover credit creditor creditable

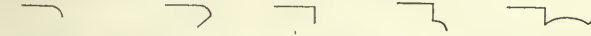


discredit custom customer customary customhouse deliver-y



deliverer deliverance differ-ence-ent differently indifferent

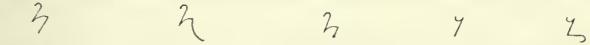
Democrat democratic depart department departure



departmental dollar dollarless dollar-mark hundred-dollars

down downfall downcast downy economy - economical

economic economist economize equal equality



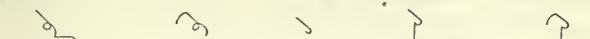
equalize unequal establish-ment unestablished

re-established ever evermore everlasting evergreen

every everyone everywhere everything exercise

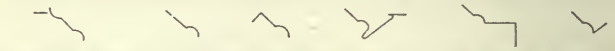
exercisable exerciser exercitation familiar familiarly

familiarity unfamiliar favor favorable unfavorable

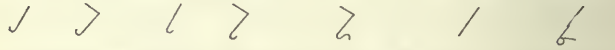


form formation information reformation inform

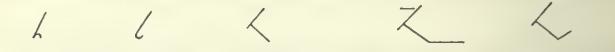
misinform conform reform formulate formidable former



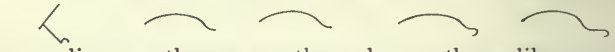
gave forgave give forgive forgiveness go, good go-cart



goodness goodly govern-ment misgoverned governor

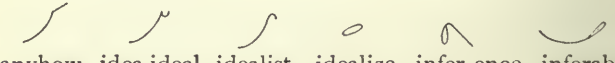


governess general, gentlemen generally generality

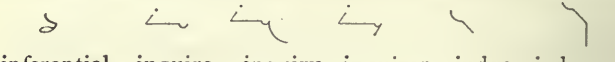


generalize gentleman gentlemanly gentlemanlike great

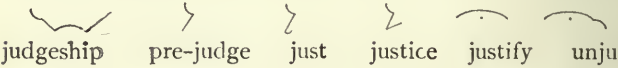
greater greatly greatness how however somehow



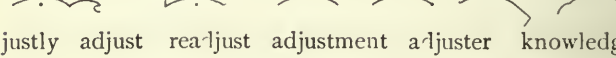
anyhow idea,ideal idealist idealize infer-ence inferable



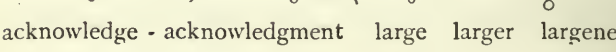
inferential inquire inquiry inquirer judge judgment



judgeship pre-judge just justice justify unjust



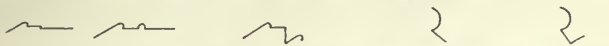
justly adjust readjust adjustment adjuster knowledge



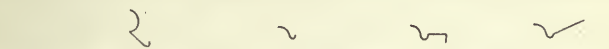
acknowledge - acknowledgment large larger largeness

legislatē-ure legislator legislative legislation letter

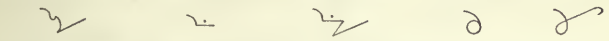
lettered letter-head letter-press manufacture manufac-



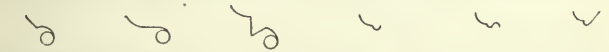
turer manufactory mean, means meantime meanwhile



meaningless method methodical most mostly

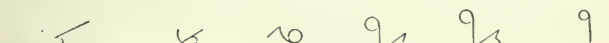


foremost utmost uppermost near-ly nearness nearer

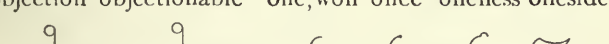


near-sighted never never h.less nevermore number

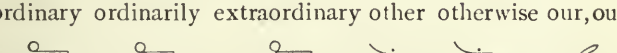
numberless numberer renumber oblige obligingly object



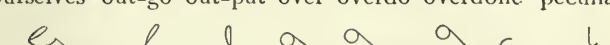
objection objectionable one, won once oneness onesided



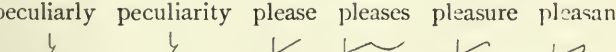
ordinary ordinarily extraordinary other otherwise our, out



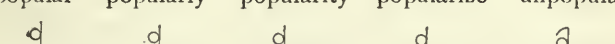
ourselves out-go out-put over overdo overdone peculiar



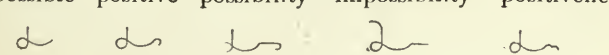
peculiarly peculiarity please pleases pleasure pleasant



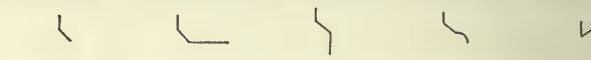
popular popularly popularity popularize unpopular



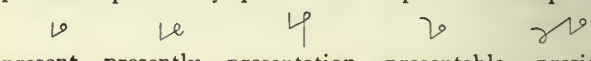
possible positive possibility impossibility positiveness



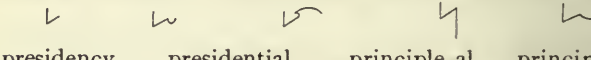
prefer-ence preferred preferable preferment practice



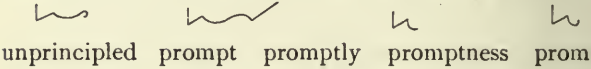
practical practically practicable impractical malpractice



present presently presentation presentable president



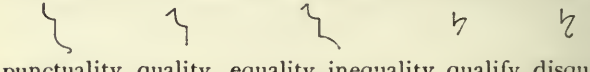
presidency presidential principle-al principally



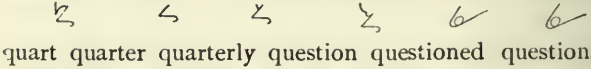
unprincipled prompt promptly promptness prompter

promptitude public, publish publicly publication

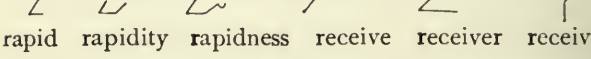
publicity Republic-an Republicanism punctual punctually



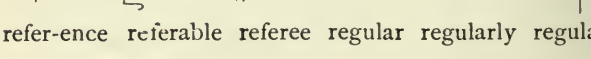
punctuality quality equality inequality qualify disqualify



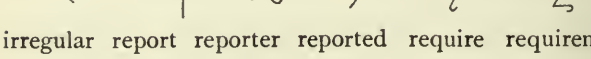
quart quarter quarterly question questioned questionable



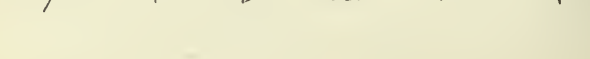
rapid rapidity rapidness receive receiver receivable



refer-ence referable referee regular regularly regularity



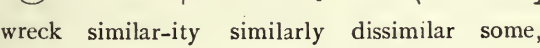
irregular report reporter reported require requirement



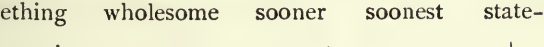
respect-fully respected respectable respectability reverence

irreverence reverential same sameness satisfy, satisfaction

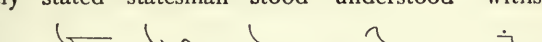
dissatisfaction unsatisfied ship shipment ship-mate



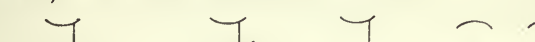
shipwreck similar-ity similarly dissimilar some,soon



something wholesome sooner soonest state-ment



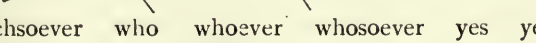
stately stated statesman stood understood withstood



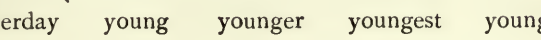
subscribe,substitute subscriber substitution sure surely

insure insurance telegraph-y telegraphic telegrapher

whatever whatsoever when whenever whensoever where



whereas wherever wheresoever which whichever



whichsoever who whoever whosoever yes yes-sir

yesterday young younger youngest youngster.

COMMON ABBREVIATIONS.

As supplementary to Rule 6, page 103, we append for the benefit of the student, a short list of common abbreviations used in writing. These are to be written phonetically as instructed. The examples given are but a very small percentage of the words which may be abbreviated in this manner. There may be included the ordinary commercial terms, titles, names of months, days of the week, points of the compass, geographical and other proper names, and many other words that are usually abbreviated.

Account,	acct.	Interest,	int.
April,	Apr.	James,	Jas.
Attorney,	atty.	January,	Jan.
Balance,	bal.	Manufacturer,	manf.
Capital,	cap.	Michigan,	Mich.
Citizen,	cit.	Ohio,	O.
Colonel,	Col.	Pages,	pp.
Company,	Co.	Pennsylvania,	Pa.
Creditor,	Cr.	Professor,	Prof.
Debtor,	Dr.	Public,	pub.
Degree,	deg.	Publish,	pub.
Democrat,	Dem.	Quantity,	quan.
Democratic,	Dem.	Quart,	qt.
Division,	div.	Republic,	Rep.
Dozen,	doz.	Republican,	Rep.
Esquire,	Esq.	Revenue,	rev.
Friday,	Fri.	Samuel,	Sam.
Honorable,	Hon.	Sunday,	Sun.
Instant,	inst.	Ultimo,	ult.

BUSINESS LETTERS.

1. NEW YORK CITY, N. Y., Aug. 5, 19—.

ROBERT BRENNAN & CO., Albany, N. Y.

Gentlemen,—Yours of the 3d inst. to hand, requesting us to quote prices on Sheet Silver.

We have gone out of this line of goods, and henceforth will not keep any of it in stock. You will probably be able to procure supplies of this description of Messrs. Hunter & Co., Pittsburg, Pa.

Very truly yours,

A. B. MANNING.

---

2. MADISON, WIS., Jan. 10, 19—.

Mr. GEO. TOWNSEND, Milwaukee, Wis.

Dear Sir,—On the 14th of March we made shipment to Dick Feeler, of Chicago, Ill., as follows:

2 Cases Hardware.
1 Box Leather.
1 Roll Top Leather (12 Hides).

Consignee reports Top Leather arriving in very bad condition, and four hides missing.

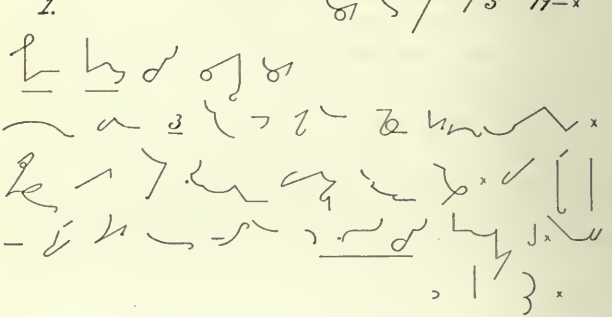
Kindly put tracer out as soon as possible, and oblige,

Yours truly,

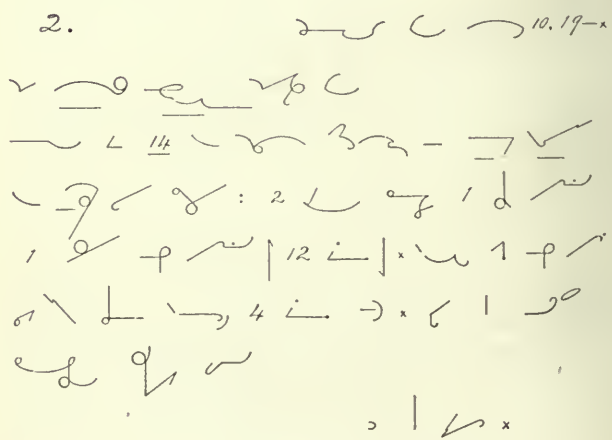
A. B. KILEY.

KEY TO BUSINESS LETTERS.

1.



2.



3. ST. PAUL, MINN., May 20, 19—.

Mr. A. ANDREWS, New York City, N. Y.

Dear Sir,—Your favor of 13th inst., in reference to delay of saddle clips and king bolts, to hand.

Delay has been caused by breakage of our largest hammer, and through no negligence on our part as you supposed.

We always give our customers' orders prompt and careful attention, and no one regrets the accident more than ourselves at this time, as we are under a press of orders. We hope to be able to ship the balance of your order by the first of the coming week.

Trusting this will be satisfactory, we remain,

Yours truly,

J. WARREN & CO.

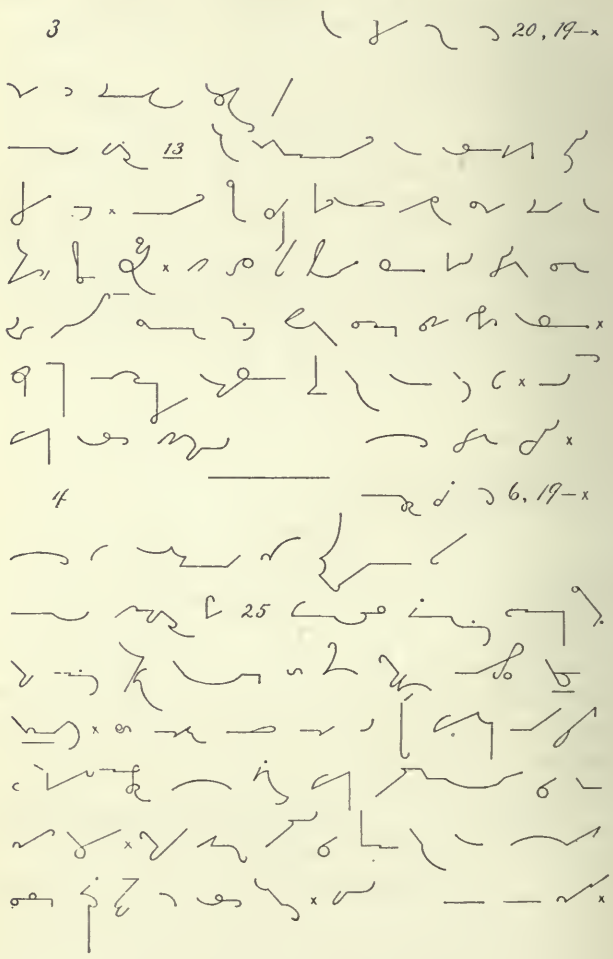
---

4. DES MOINES, IA., May 6, 19—.

J. W. SNYDER, Esq., Springfield, Ill.

Dear Sir,—Replying to your favor of Apr. 25th, would say that I do not think it would be advisable for you to think of going west for some time yet, especially if you wish to locate at Fort Fetterman. As yet there is no town there, and probably will not be until our line is completed to that point, which I understand will be late in the summer or in the early fall. If you will write me later or about the first of July, at that time I may be able to give you more satisfactory information.

Yours truly, D. D. HELLER.



5. ADRIAN, MICH., Aug. 12, 19—.

MESSRS. METCALF BROS. & CO., Detroit, Mich.

Dear Sirs,—Having recently commenced business for myself with fair prospects of success, I shall be pleased to open an account with your house, and trust it will be to our mutual advantage. Should you think favorably of the matter, you will please fill the accompanying order with the least possible delay and on your best terms. For testimonials, I refer you to Newcomb, Endicott & Co., of your city, by whom I have been until recently employed; but as this is my first transaction with your house, upon forwarding me an invoice of goods and deducting your usual discount for cash, I will remit a sight draft on the First National Bank of your city, for the amount, by return mail. Expecting your usual prompt attention, I am,

Yours respectfully, S. C. BROOKS.

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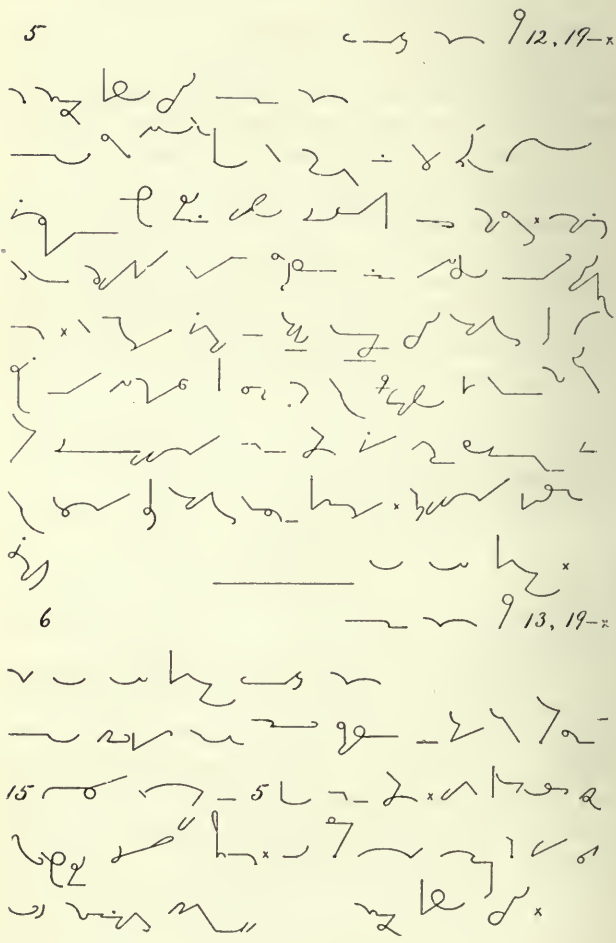
6. DETROIT, MICH., Aug. 13, 19—.

Mr. S. C. BROOKS, Adrian, Mich.

Dear Sir,—We take pleasure in sending this day, as per your order, the inclosed invoice of goods, amounting to $1,500, subject to 5 per cent. discount for cash.

Your reference being entirely satisfactory, we have no hesitation in opening an account and allowing you our best terms. Trusting that the goods, which are shipped by express, will arrive safely and meet with your favor, we are, Very truly yours,

METCALF BROS. & CO.



7. KANSAS CITY, MO., March 29, 19--.

Mr. T. J. JOHNSON, Blair, Neb.

Dear Sir,—We inclose check for $14.90, payment for abstracts. Please give us latest assessed value for taxation on the following property: N. W. quarter, section 7, township 7, range 11 east, of R. M. Burns; also S. W. quarter, section 2, township 17, range 11, Sophia Goodman, Kennard, Neb. Please prepare abstract on Sophia Goodman's property and forward same at once; also give us assessed value for taxation and amount of taxes on north half, S. E. quarter, section 12, township 12, range 10 east, property of Samuel Brinkerhoff.

Yours truly,

E. A. DUVAL.

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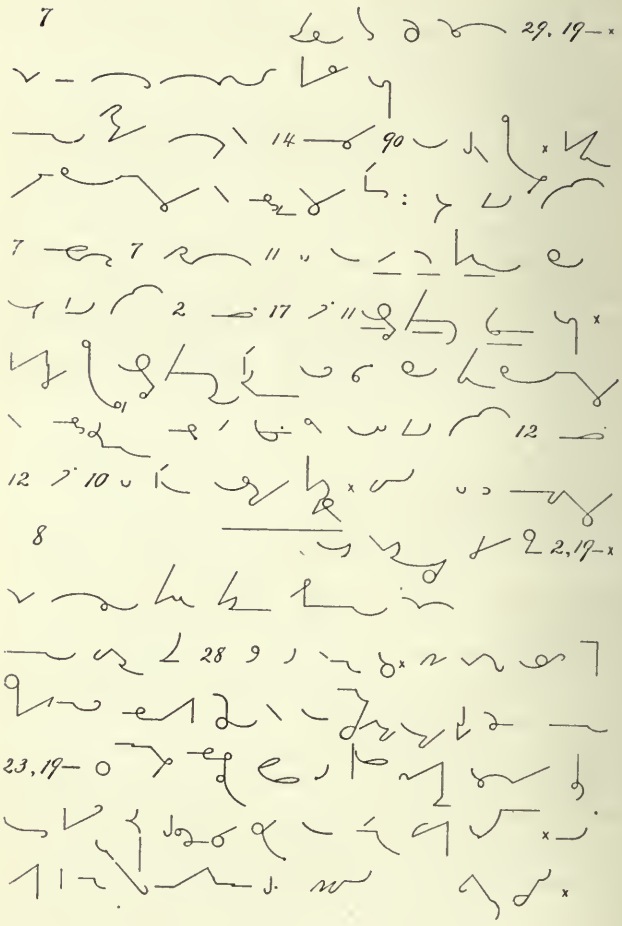
8. SAN FRANCISCO, CAL., Oct. 2, 19—.

Mr. CHAS. GREEN, Grand Rapids, Mich.

Dear Sir,—Your favor of Sept. 28 at hand and contents noted. We are extremely sorry to be obliged to say that it will be impossible for us to negotiate renewal of your paper maturing Dec. 23, 19—, owing to the fact that it has passed out of our hands, being now held by the National Bank of this place, and must be paid at maturity or costs of protest will be incurred.

Trusting you will be put to no inconvenience to lift the paper, we are, Yours truly,

IRVING & CO.



9. HAMBURG, N. Y., Sept. 30, 19—.

Mr. S. S. McKAY. Attica, N. Y.

Dear Sir,—I notice that the ties on the hill just east of Keller's have not been piled up and burned, but are thrown down the side of the bank. This makes the road look very untidy. Please see to it that they are burned as soon as possible. Also see that the old fence that stands in front of the new fence, just east of the rock cut beyond Keller's, is torn down and piled up by the section men. Yours truly, W. J. KITCHEN,

Supt. N. Y. C. & St. L. Ry.

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10. MILWAUKEE, WIS., Jan. 7, 19—.

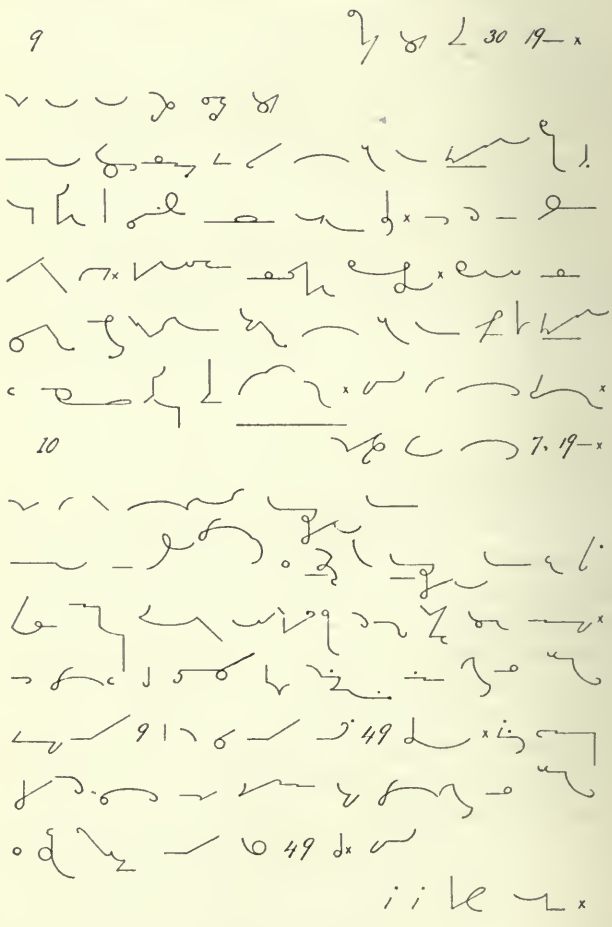
Mr. W. F. JOHNSON, Indianapolis, Ind.

Dear Sir,—The crossing watchman at Miami street, Indianapolis, Ind., is not giving good satisfaction to the public, and some very serious complaints have been made to me in regard to his inattention to duty. This watchman is paid five dollars per month more than the others, with the understanding that he is to stay on duty until 9 P. M., or until Train 49 passes.

I think it would be policy to make a change there and let the new watchman understand that he is to stay at his post every night until No. 49 passes.

Yours truly,

I. I. BROWN, Supt.



11. OMAHA, NEB., Jan. 30, 19—.

Mr. T. J. BROWN, Bedford, Iowa.

Dear Sir,—Replying to your favor of the 29th instant, would say that passenger rates are as follows: Council Bluffs to Chadron $16.40; round trip explorer's rate Council Bluffs to Valentine $13.90—none are sold to Chadron.

Rate on emigrant movables, Council Bluffs to Chadron, $70 per car.

Yours truly,

S HASTINGS,

Southwestern Pass. Agent.

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12. PHILADELPHIA, PA., March 16, 19—.

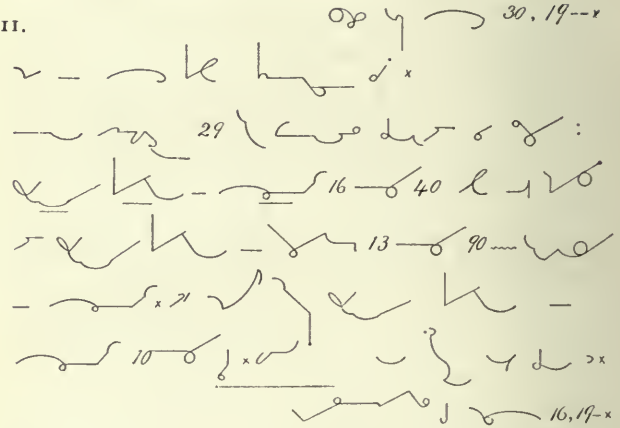
Mr. JAS. JOHNSON, Rochester, N. Y.

Dear Sir,—As we are informed that a party in your city has been offering for sale to the trade, ready cut election "stickers," we beg leave to notify you that our client, Mr. Thomas Young, of this place, is the patentee of the same, and that any sale or use thereof is an infringement of his patent, except where such sale or use is made by Mr. Young's license or of goods obtained from him or his authorized agents. Mr. Young's patent was obtained and is dated April 23, 19—. His rights of patent have been acquiesced in by the public and trade generally, and he sends this as a friendly caution to you against infringement of the same.

Very truly yours,

G. H. SHAFER, Atty.

11.



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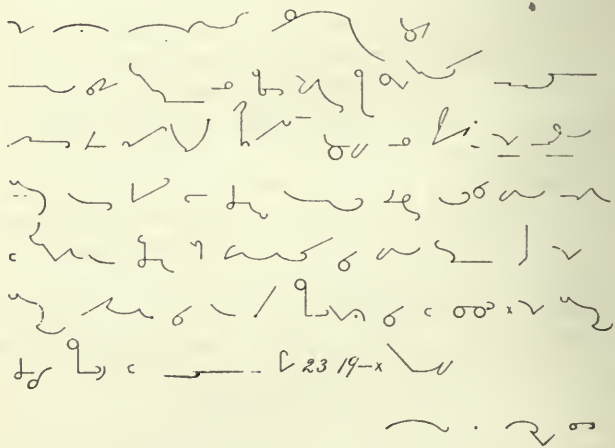

13. DENVER, COL., July 12, 19—.

Mr. P. J. LEWIS, Boston, Mass.

Dear Sir,—Replying to yours of the 10th instant, would say that I have pleasure in sending you by mail a supply of matter descriptive of the Elkhorn Valley. I cannot advise you as to any particular location west of Antelope county, but think, if you can arrange it so, it would be better for you to purchase a land exploring ticket for Valentine, Neb., and visit the country. I think you will find these on sale in Boston; if not, it would be your best plan to purchase a ticket to Chicago and from there you can purchase a land exploring ticket via the Chicago & Northwestern and Fremont, Elkhorn & Missouri Valley Rys. to Valentine, Neb., which will cost you $31.45. This ticket will allow stop-over privileges at any point west of the Missouri river and will be good forty days from date of issue. The ticket office is at 62 Clark street. Should you desire any additional information, I shall be pleased to furnish it.

Yours truly, E. A. HESS,
Southwestern Pass. Agent.

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14. NEWARK, N. J., Sept. 2, 19—.

Mr. ANDREW JENKINS, Bordentown, N. J.

Dear Sir,—Your esteemed favor of the 7th ult. to hand, inclosing sum of $40.00, in settlement for Invoices Nos. 7, 8, 9, less 4 per cent., for which accept thanks.

Yours truly, J. G. HARRISON.

15. CHICAGO, ILL., July 8, 19—.

D. F. BRANCH, Esq., St. Louis, Mo.

Dear Sir,—The inclosed claim No. 16574, for shortage of a lot of apples in shipment from St. Louis to Chicago, is respectfully referred to you. Please take this case to the conductor handling the freight and inquire from him if the car met with any rough usage en route. Return all papers with result of your investigation at the earliest practicable moment. Yours truly,

G. H. LAKEMAN,
Supt. Wab., St. L. & P. Ry.

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16. DETROIT, MICH., June 4, 19—.

Mr. J. F. BARRON, Detroit.

Dear Sir,—In reply to your advertisement in today's Free Press for a stenographer, I beg to offer you my services. I have had an experience of two years in this line of work with Robinson & Co. of this city, and would refer you to them for any testimony of character or ability you may require.

Should my application meet your approval, I shall endeavor to faithfully and promptly fulfill the duties required of me.

By notifying me at above address I shall be happy to call at your office at any time you may designate.

In the meantime, I remain,

Yours very respectfully,

H. W. WORKMAN.

17. PORT HURON, Mich., Apr. 10, 19—.

G. W. SPRAGUE, Esq., Detroit, Mich.

Dear Sir,—Please send at once by Merchants' Despatch to Thibbets & Co., Port Huron, Mich., 300 lbs. Brevier type No. 14 with italics; 120 lbs. Nonpareil No. 14 with italics; 12 lbs. Small Pica and two fonts Nonpareil fullface No. 1. This is only part of order. I will send the balance tomorrow or Wednesday. Some parties have just come from Chicago, and I have had to make very close figures in order to secure the trade.

Please send as soon as possible, as the type is needed for next week's paper. Very truly yours,

O. M. LAIDLAW.

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18. DETROIT, MICH., Dec. 14, 19—.

Mr. JAMES DICK, Cleveland, Ohio.

Dear Sir,—Your esteemed order of the 10th instant duly to hand, and shall have our prompt and careful attention.

New cords have just arrived, and we take pleasure in inclosing samples. We predict large sales for Nos. 881 and 970. They have been in the market but a short time, and are selling rapidly.

Our traveler, Mr. Lorden, has requested us to forward samples of plush also, on arrival; we are sorry to say we have not received them as yet, but we will send as soon as they reach us. Trusting to receive further orders, we remain, Yours truly, HARWOOD & CO.

19. PHILADELPHIA, PA., Feb. 23, 19—.

MESSRS. ROBERTS & CURRIE, Boston, Mass.

Gentlemen,—Goods went forward yesterday, excepting four bales of cotton, which, we regret to say, we are entirely out of. Owing to floods in the south it is almost impossible to get a single bale at present here.

We will forward as soon as we receive the first shipment, unless order is countermanded.

Trusting this will be satisfactory, we remain,

Yours truly, WRIGHT BROS. & CO.

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20. WHEELING, W. Va., July 14, 19—.

Mr. J. BROWN, Chicago, Ill.

Dear Sir,—We will waive top of column for Rheumatic Syrup display, but you must not fail to put it next to reading matter, and we will expect you to give it top of column and next to reading matter whenever you can. We inclose another sheet of locals. We will send cut today, and we kindly ask you to insert this week. Please send paper to our office to prove insertion.

Very truly yours, HENRY JAMES,
118 Washington Ave.

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21. MINNEAPOLIS, MINN., Sept. 12, 19—.

GEO. L. SMITH, Esq., Iowa City, Ia.

Dear Sir,—Can you use a car of Hoffman & Sons' flour? We have on hand nearly a full car of "Supreme."

The same was shipped to us by mistake; we would be willing to dispose of it at a low figure and fill up the car with "H. S." I believe the Jones Grocery Co. has a large trade established on this brand in your territory. Will you be in a position to handle this? Please answer at once. Yours truly, E. A. HALL.

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22. OMAHA, NEB., Dec. 13, 19—.

JOHNSON CRACKER FACTORY, Waterloo, Iowa.

Gentlemen,—We quote you Kansas Winter Wheat, straight patents f. o. b. cars Atchison, at $4.20 per barrel in sacks; straight patents at $3.60 per barrel, f. o. b. Omaha; Colorado patent at $4.10 f. o. b. Omaha. We make a specialty of supplying cracker factories, and are well acquainted with the grades of flour desired for their work. We should be pleased to have a trial order.

Very truly, C. F. DALY.

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23. NEW YORK CITY, N. Y., Jan. 19, 19—.

Mr. T. J. STEVENS, Blair, Neb.

Dear Sir,—We have notice that parties will accept payment for their loan, and we will prepare your papers at once. Please send us a little description of your land, showing on what portion of the farm the hay and corn are raised; also locate the house. Yours truly,

W. A. WHITE.

EXERCISE 103.

OFFICE OF THE CONSOLIDATED STEEL SPRING CO.,
YOUNGSTOWN, OHIO, Oct. 11, 19—.

JACKSON LOCOMOTIVE WORKS, Jackson, Mich.

Gentlemen,—Owing to the growing disposition on the part of consumers to procure material of all kinds at lower prices, manufacturers have been compelled to look for cheaper grades of material. In view of this fact we have decided to manufacture springs from two qualities of steel.

We have always used and advocated crucible cast steel in the manufacture of railway, locomotive and car springs, and experience proves that in the end it is the most durable, and hence the most economical; some railway companies, however, have adopted an analytical as well as a physical standard of their own for the guidance of manufacturers, which permits the use of steel manufactured in bulk, and therefore much cheaper than that quality of steel known as crucible.

These railroad companies ask no guaranty, and assume no responsibility for the springs giving good service, insisting only that the springs pass the physical and analytical tests to which they are subjected at the time they are furnished.

But, as a comparison of value, it may be stated that crucible cast-steel springs are now in service and in good condition that have been in constant use for over sixteen years, to our knowledge.

It is our aim, now as ever, to produce the best and most serviceable springs at a fair and reasonable price. We shall use the highest quality of crucible cast steel as heretofore, and the best grade of special steel, and our patrons can depend upon always obtaining from us just what they order, and the best of its kind, leaving it optional with them as to what quality they desire to use.

The difference in the cost of the springs will be only the difference in the cost of the material used, as our method of

manufacture will be exactly the same in both cases.

We shall use nothing but the best quality of crucible cast steel in the manufacture of our locomotive springs.

We are, Very truly yours.

THE CONSOLIDATED STEEL SPRING CO.

EXERCISE 104.

THE TABER ROOFING SLATE COMPANY OFFICE,
205 Broadway, NEW YORK, Oct. 11, 19—.

D. I. WAGAR, Esq., Gen. Mgr. Can. Pac. Ry., Montreal, P. Q.,

Dear Sir,—If your company is erecting, or contemplating the erection of any buildings, we should be pleased to quote you prices of roofing slate delivered at any point.

The roofing slate manufactured by us is of dark blue-black color, of superior strength and durability. For depots, round houses, machine shops, or any buildings where a fire-proof material is desired, this slate has no superior, as it is absolutely fire-proof.

We are now supplying large quantities of our roofing slate to railroad companies, and have received a number of letters from those who have used it, testifying to its merits.

We will make you bottom trade prices. By purchasing your slate direct from the manufacturers you not only get it at first cost, but you are insured as to quality, and, as we make only one quality, the best, it never varies. We also manufacture black slate floor tile.

We are making a specialty of the best grade of slate nails and roofing felt, which we would supply you with at manufacturer's prices.

Your correspondence is kindly solicited, and, should you favor us with your order, it will receive our best attention.

Hoping to hear from you in the near future, we are,

Very truly yours,

THE TABER ROOFING SLATE CO

HOW TO GAIN SPEED.

After a thorough acquirement of the principles of Phonography, how to gain speed for practical work, in the quickest and best way, is the next subject for consideration.

If you are not attending a shorthand school, engage some one to read to you, for dictation. Do not depend upon friends to help you out in this matter; for, except in rare cases, this course will not be found satisfactory. To obtain the best results, the dictation must be regular, systematic, and of sufficient duration to be of value to the writer. Three hours a day is not too much for dictation, but it should be divided by intervals. The writer should always cease practice just short of fatigue, for nothing will be gained when brain and hand are alike exhausted. The reader should be possessed of a clear and distinct utterance, and should adapt his dictation to your speed, reading slowly but continuously, at first, and increasing his rate of speaking to keep pace with your increased speed in writing. Read back what you have written every fifteen minutes while the dictation is in progress, and the next day, on beginning work, read the entire matter of the previous day's dictation. Amateur stenographers are frequently in such haste to become rapid writers that they are inclined to neglect what is really of the most importance, viz., the ability to translate accurately every word that has been dictated.

If you intend to engage in office work, practice on business letters bearing upon the kind of work in which you expect to engage, should your position be already secured; if not, practice upon general business letters. In addition to those given in the Text-book, excellent material of this kind may be found in Pernin's Business Dictation Book.

Make each letter or other article a separate study until it can be written absolutely correctly as to formation of characters, proper contractions, phrasing, etc.; then rewrite it ten, fifteen or twenty times, as the case may require, until every character, contraction and phrase falls readily from the pen. Always bear in mind that it is repetition of the same article that brings up the speed, not unlimited wandering over a wide range of new matter. Do not overlook the daily practice on the alphabet recommended in "Hints to Learners," and go over each phrase and simple word-sign again and again until you can write them mechanically, and without thought as to their formation.

After this preparatory practice upon speeches, letters, newspaper articles, etc., and when a speed of 75 to 100 words per minute has been gained, you may plume your wings for a higher flight, by attempting to report a speech or sermon. Select a slow, distinct speaker to begin with, and put yourself in a position to hear every syllable. Do not start with the expectation of taking a verbatim report, or you will be disappointed and discour-

aged over your first attempt. Endeavor to take as much as possible of one complete sentence before attempting another. Do not mind if the speaker gets ahead of you. Be calm and deliberate. Remember you are writing for practice only, not for pay. Start again when he begins another sentence and take down as much of it as you can, so that when you come to transcribe your notes the result will be in some degree satisfactory. Repeat this for a month or two, keeping up other practice if you can in the meantime, and you will be surprised at the progress you have made, and the increased facility with which you can then follow the speaker. Embrace every opportunity afforded you for further improvement by attending lectures, taking sermons in church, visiting the courts, etc., still keeping up private practice on newspaper articles, court reports, and whatever else is at hand.

Keep all your notes, private memoranda and daily accounts in shorthand. For this purpose, the literary style, with the addition of the simpler contractions, is preferable. Carry a note-book and pencil constantly in your pocket, jot down conversations, or as much of them as you can, extracts from books you read, and the like. The familiarity with the art thus gained will be invaluable to you in future work, for, of course, if you have the ability, you are not going to stop half-way up the ladder that leads to the top of the profession.

Too much stress cannot be laid upon the necessity of reading shorthand as quickly as you are able to write it.

This can be done only by reading and re-reading everything that is written, until the shorthand characters become as familiar to you as the printed letters. A stenographer who does not exceed 75 to 100 words per minute, but who can transcribe his notes rapidly and accurately, is much more valuable to his employer than he who takes rapidly from dictation but is unable to transcribe quickly; for the reason that the former can accomplish much the greater amount of work during the day—the object in employing a stenographer.

Shorthand students can gain much assistance by meeting together for practice whenever possible. Ideas and suggestions are thus interchanged, and mutual benefit is derived.

It is also an excellent plan for each stenographer in turn to read back from his notes while the others write; also to exchange books and read from each other's notes. This gives a ready familiarity in reading, obtained in no other way. Whenever you meet a word or phrase that is not easily or quickly written, encircle it for reference, and at the end of the dictation go back and rewrite it until it gives you no further trouble.

When ready for any department of shorthand work, do not sit down and wait for a position with a large salary attached, but take advantage of the first opening that presents itself for the sake of the actual experience it will give you. To gain this experience, it is even advisable to offer your services free for a time, until you feel sure that your

work is entirely satisfactory. You will find that experience is the golden key that will open many doors otherwise closed to you, and this, with the confidence in your own ability thus acquired, will contribute greatly to your future success. Remember always, that you cannot expect to receive the wages of skilled labor for unskilled effort, and that in shorthand, as well as in all other departments of work, you must expect to serve your apprenticeship.

Want of space forbids the insertion of many practical hints to stenographers. The student, as well as the amanuensis and reporter, will, however, derive great benefit from PERNIN'S MONTHLY STENOGRAPHER, which is designed to supplement the instruction given in the text book. Each number contains several pages of engraved shorthand articles for dictation, and advice by experienced teachers and practical stenographers. Besides these, each volume contains a full course of lessons arranged differently from the text book, thus presenting new illustrations of the principles. The shorthand business letters in the STENOGRAPHER are taken from Pernin's Business Dictation Book, and afford valuable matter for reading and writing practice. A series of shorthand pamphlets in the corresponding and reporting styles of the Pernin system are now for sale at prices which place them within the reach of all. Every live stenographer who wishes to rise in his profession will embrace these opportunities for advancement.

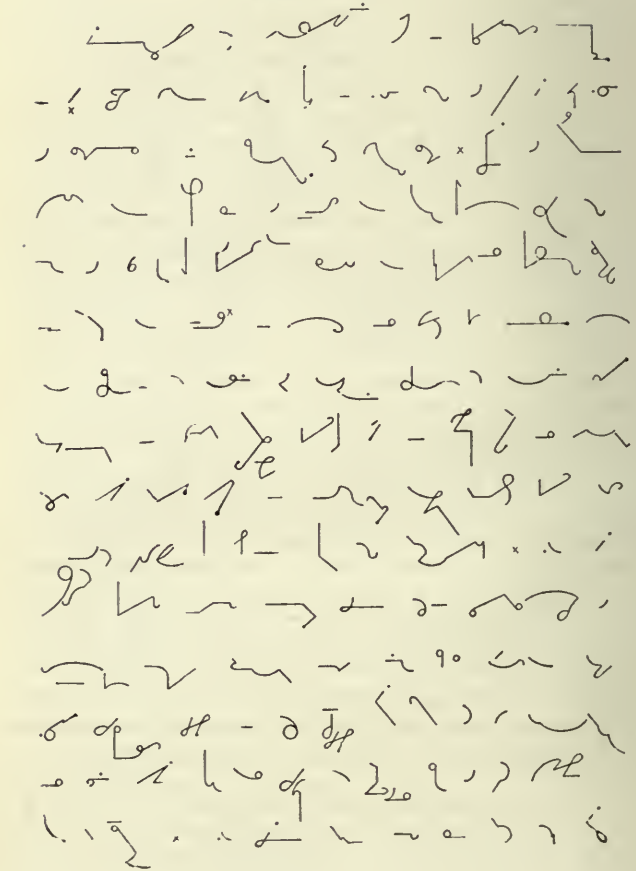
EXERCISE 105.

Dickens as a Shorthand Writer.

I did not allow my resolution with respect to Parliamentary Debates to cool. It was one of the irons I began to heat immediately, and one of the irons I kept hot and hammered at with a perseverance I may honestly admire. I bought an approved scheme of the noble art and mystery of Stenography (which cost me ten and sixpence), and plunged into a sea of perplexity that brought me in a few weeks to the confines of distraction. The changes that were rung upon dots, which in such a position meant such a thing, and in such another position meant something else entirely different, the wonderful vagaries that were played by circles, the unaccountable consequences that resulted from marks like flies' legs, the tremendous effects of a curve in the wrong place, not only troubled my waking hours but reappeared before me in my sleep. When I groped my way blindly through these difficulties and had mastered the alphabet, which was an Egyptian temple in itself, there then appeared a procession of new horrors called arbitrary characters, the most despotic characters I have ever known, who insisted, for instance, that a thing like the beginning of a cobweb meant expectation, and that a pen and ink skyrocket stood for disadvantageous. When I had fixed these articles in my mind, I found that they had driven everything else out of it; then, beginning again, I forgot them; while picking them up I dropped the other fragments of the system; in short, it was almost heart-breaking.

It might have been quite heart-breaking but for Dora, who was the stay and anchor of my tempest-driven bark. Every scratch in the scheme was a gnarled oak in the forest of

EXERCISE 106.

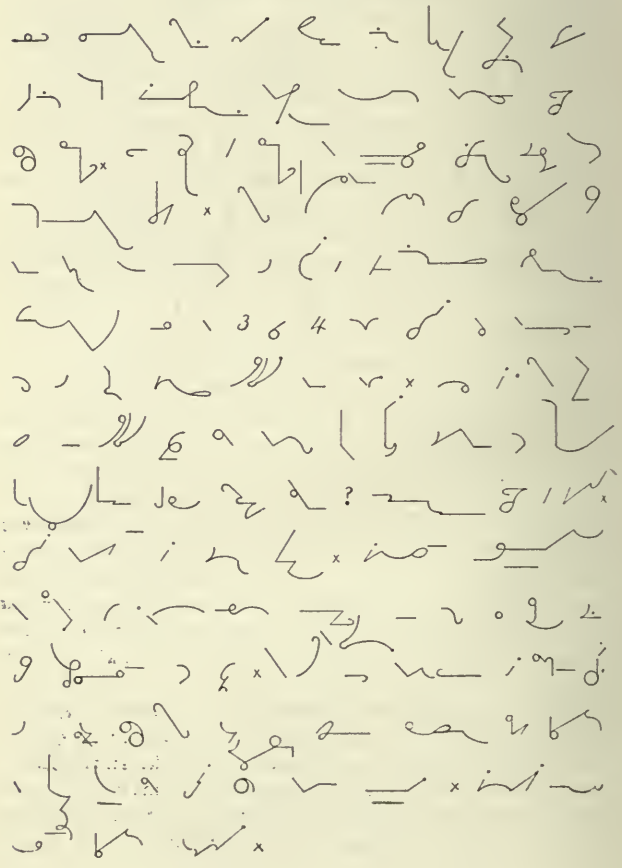


difficulty, and I went on cutting them down one after the other with such vigor that in three or four months I was in a condition to make an experiment on one of our crack speakers in the Commons. Shall I ever forget how the crack speaker walked off from me before I began, and left my imbecile pencil staggering about the paper as if it were in a fit? This would not do, it was quite clear. I was flying too high and should not get on so. I resorted to Traddles for advice, who suggested that he should dictate speeches to me, at a pace and with occasional stoppages adapted to my weakness. Very grateful for this friendly aid, I accepted the proposal, and night after night, almost every night and for a long time, we had a sort of a private Parliament in Buckingham Street, after I came home from the Doctor's.

I should like to see such a Parliament anywhere else. My aunt and Mr. Dick represented the Government or the Opposition (as the case might be), and Traddles, with the assistance of "Enfield's Speaker," or a volume of Parliamentary orations, thundered astonishing invectives against them. Standing by the table, with his finger in the page to keep the place, and his right arm flourishing about his head, Traddles as Mr. Pitt, Mr. Fox, Mr. Sheridan, Mr. Burke, Lord Castlereagh, Viscount Sidmouth, or Mr. Canning, would work himself into the most violent heats, and delivered the most withering denunciations of the profligacy and corruption of my aunt and Mr. Dick, while I used to sit at a little distance with my note-book on my knee, fagging after him with all my might and main.

The inconsistency and recklessness of Traddles was not to be exceeded by any real politician. He was for any description of policy within the compass of a week, and nailed all sorts of colors to every denomination of mast. My aunt, looking very like an immovable Chancellor of the Exchequer, would occasionally throw in an interruption or two, as

EXERCISE 106—CONTINUED.



"Hear!" or "No!" or "Oh!" when the text seemed to require it, which was always a signal to Mr. Dick (a perfect country gentleman), to follow lustily with the same cry. But Mr. Dick got taxed with such things in the course of his Parliamentary career, and was made responsible for such awful consequences, that he became uncomfortable in his mind sometimes. I believe he actually began to be afraid he really had been doing something tending to the annihilation of the British constitution and the ruin of the country. Often and often, we pursued these debates until the clock pointed to midnight and the candles were burning low. The result of so much good practice was that by-and-by I began to keep pace with Traddles pretty well, and should have been quite triumphant if I had the least idea what my notes were about. But as to reading them after I got them, I might as well have copied the Chinese inscriptions on an immense collection of tea-chests or the golden characters on all the great red and green bottles in the chemists' shops. There was nothing for it but to turn back and begin all over again. It was very hard, but I turned back, though with a heavy heart, and began laboriously and methodically to plod over the same tedious ground at a snail's pace; stopping to examine minutely every speck in the way on all sides, and making the most desperate efforts to know these elusive characters by sight wherever I met them. I was always punctual at the office; at the Doctor's too; and I really did work, as the common expression is, like a cart-horse.

DAVID COPPERFIELD.

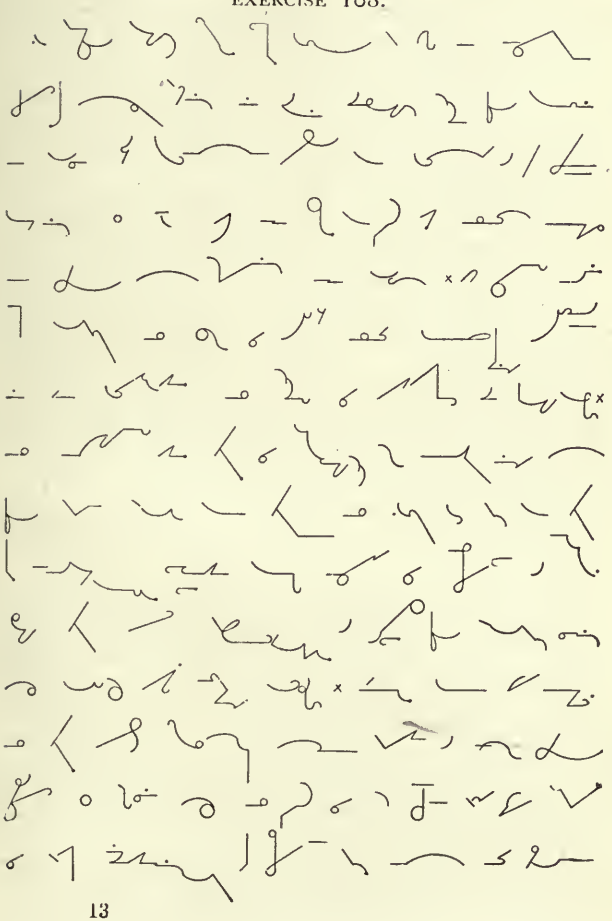
EXERCISE 107.

Declaration of Independence.

When in the course of human events it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident: That all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed: that whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes, and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves, by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies, and such is now the necessity which constrains them to alter their former systems of

EXERCISE 108.



government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these States. To prove this, let facts be submitted to a candid world:

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operations till his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless those people would relinquish the right of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of the public records, for the sole purpose of fatiguing them into complying with his measures.

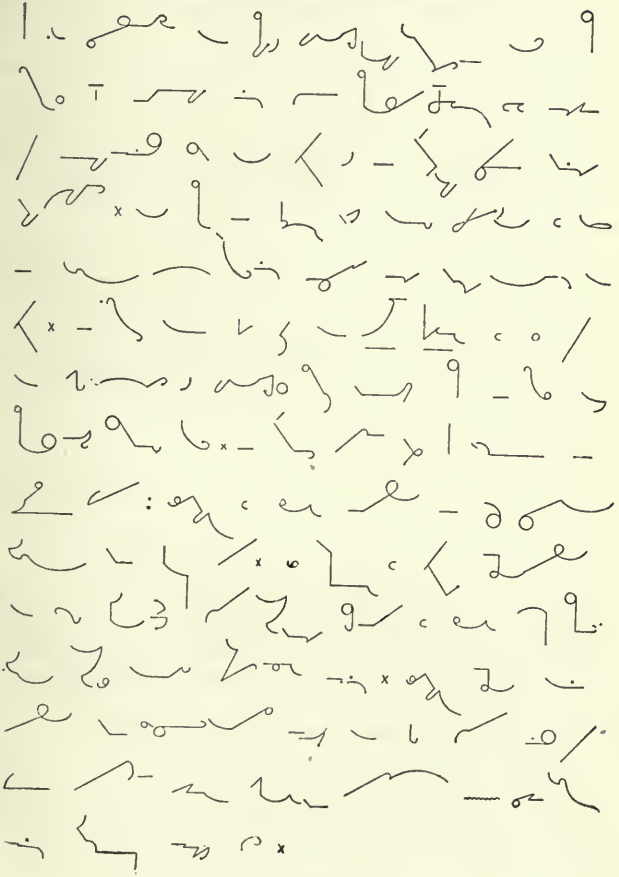
He has dissolved representative houses repeatedly for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolution, to cause others to be elected; whereby the legislative powers, incapable of annihilation have returned to the people at large for their exercise, the state remaining, in the meantime, exposed to all the dangers of invasion from without and convulsions from within.

He has endeavored to prevent the population of these States; for that purpose obstructing the laws of naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice by refusing his assent to laws for establishing judiciary powers.

EXERCISE 108—CONTINUED.



He has made judges dependent on his will alone for the tenure of their offices and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers to harass our people and eat out their substance.

He has kept among us in times of peace, standing armies, without the consent of our legislatures.

He has effected to render the military independent of, and superior to, the civil power.

He has combined with others to subject us to a jurisdiction foreign to our Constitution, and unacknowledged by our laws giving his assent to their pretended acts of legislation:

For quartering large bodies of armed troops among us:

For protecting them by a mock trial from punishment for any murders which they should commit on the inhabitants of these States.

For cutting off our trade with all parts of the world:

For imposing taxes on us without our consent:

For depriving us, in many cases, of the benefits of trial by jury:

For transporting us beyond seas to be tried for pretended offences:

For abolishing the free system of English laws in the neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies.

For taking away our charters, abolishing our most valuable laws, and altering, fundamentally, the forms of our government:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated government here by declaring us out of his protection and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation, and tyranny already begun, with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections among us, and has endeavored to bring on the inhabitants of our frontiers the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these oppressions we have petitioned for redress in the most humble terms; our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act which may define a tyrant is unfit to be the ruler of a free people.

Nor have we been wanting in attention to our British brethren. We have warned them, from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind, enemies in war, in peace friends.

We, therefore, the representatives of the United States of America, in General Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare, that these United Colonies are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British Crown, and that all political connection between them and the State of Great Britain is, and ought to be, totally dissolved; and that as free and independent States, they have full power to levy war, conclude peace, contract alliances, establish commerce, and do all other acts and things, which independent States may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honor.

EXERCISE 109.

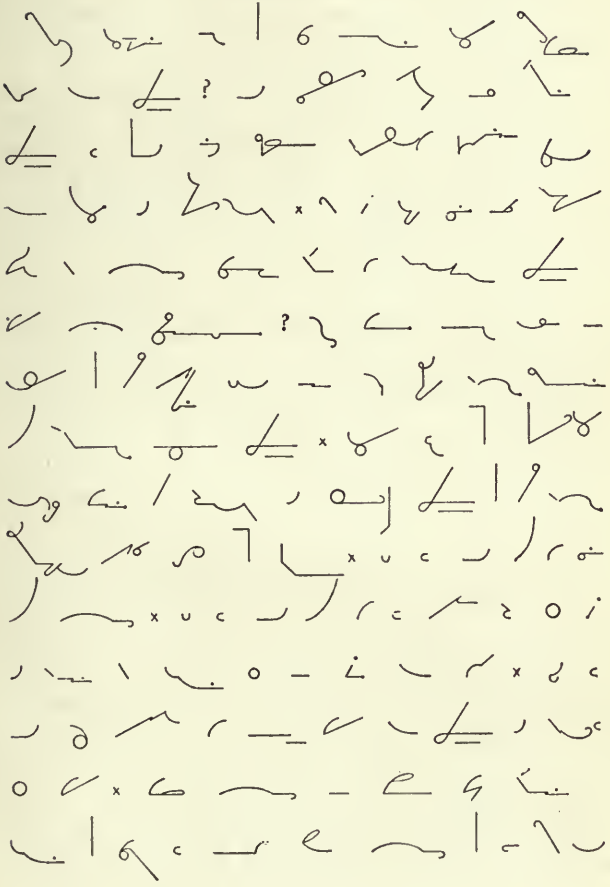
Detached Selections.

Every man naturally desireth to know; but what doth knowledge avail without the fear of God? Truly, a lowly rustic that serveth God is better than a proud philosopher who pondereth the courses of the stars and neglecteth himself.

If I knew all things that are in the world, and were not in charity, what would it profit one in the sight of God, who will judge according to deeds?

Many words do not satisfy the soul; but a good life giveth ease to the mind, and a pure conscience affordeth great confidence toward God. Knowledge is not to be blamed, nor simple acquaintance with things, good in itself and ordained by God; but a good conscience and a virtuous life are always to be preferred.

EXERCISE 110.



He is truly great who hath great charity. He is truly great who is little in his own eyes and counteth for nothing all the heights of honor. And he is truly most learned who doth the will of God and forsaketh his own will.

Without charity the outward work profiteth nothing; but whatever is done out of charity, be it ever so little and contemptible, it is all made fruitful; inasmuch as God regardeth more out of how much love a man doth a work than how much he doth. He doth much who loveth much. He doth much who doth well what he hath to do. He doth well who regardeth the common good rather than his own will.

No man can safely speak but he who loves silence. No man can safely command but he who has learned to obey. No man can rejoice securely but he who hath the testimony of a good conscience within.

Weak minded and inconstant people often say, "See what a happy life that man leadeth! how rich he is, how great, how powerful and exalted!" But take heed to heavenly riches, and thou wilt see that all these temporal ones are nothing; yea, most uncertain, and rather a heavy burden, since they never are possessed without solicitude and fear.

By two wings is man lifted above earthly things, viz: by simplicity and purity. Simplicity must be in the intention, purity in the affection. A pure heart penetrates Heaven and Hell.

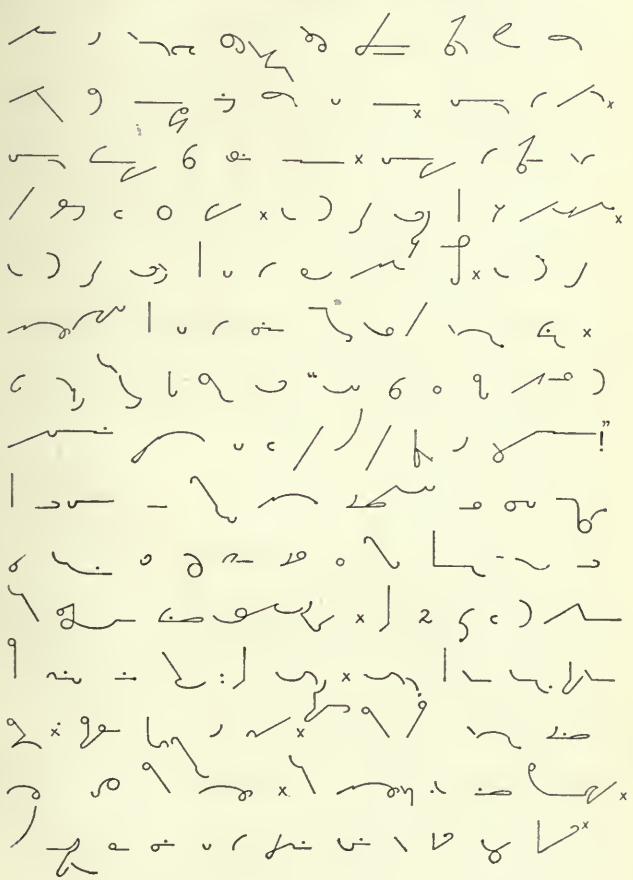
Have a good conscience and thou shalt always have joy. Never rejoice except when thou hast done well.

Great tranquillity of heart hath he who careth neither for praise nor blame.

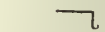
What thou art, that thou art; nor canst thou be said to be greater than God seeth thee to be.

All things pass away and thou, too, along with them. See to it how it stands with thee in the next life. Man to-day is, and to-morrow is seen no more. THOMAS Á-KEMPIS.

EXERCISE 110—CONTINUED.



Partial List of Legal Terms and Phrases.

Administrator		client	
administratrix		commission	
advisory		controversy	
affidavit		decision	
agree-ment-gate		defendant	
arbitrate-tion		delinquent-cy	
bankrupt-cy		demurrer	
benefit-cial		Deputy	
bequest-bequeath		district	
bondsman		evidence	
bounty-ful		executor	
calculate		executrix	

guilty

illegal

immaterial

incompetent-cy

injure

insolvent-cy

inspect-ed-tion

intoxicate

landlord

legal

maximum

mortgage

mortgagee

mortgagor

party

partnership

patent

patentee

plaintiff

predecessor

schedule

statute-ory

verdict

{ swear
swore
sworn

technical

{ vacate
vacant-cy

witness

LEGAL PHRASES.

Chief Justice

Counsel for Complainant

Counsel for Defendant

County Clerk

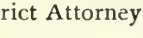
County Commissioner

Court of Claims

Cross examination

District Attorney

Gentlemen of the Jury



House of Representatives

Justice of the Peace

Member of Congress

Notary Public

Police Court

Police Justice

Supreme Court

Surrogate Court

Trial by Jury

United States Court

United States of America

United States Senate

Vice President

Note.—For additional legal terms and phrases see Phrase-book.

EXERCISE III.

PARTNERSHIP AGREEMENT.

This agreement, made this fifth day of August, 19—, between Thomas H. Smith, of Charleston, S. C., of-the one part, and Charles T. Cullen, of-the-same place, of-the other part, witnesseth·

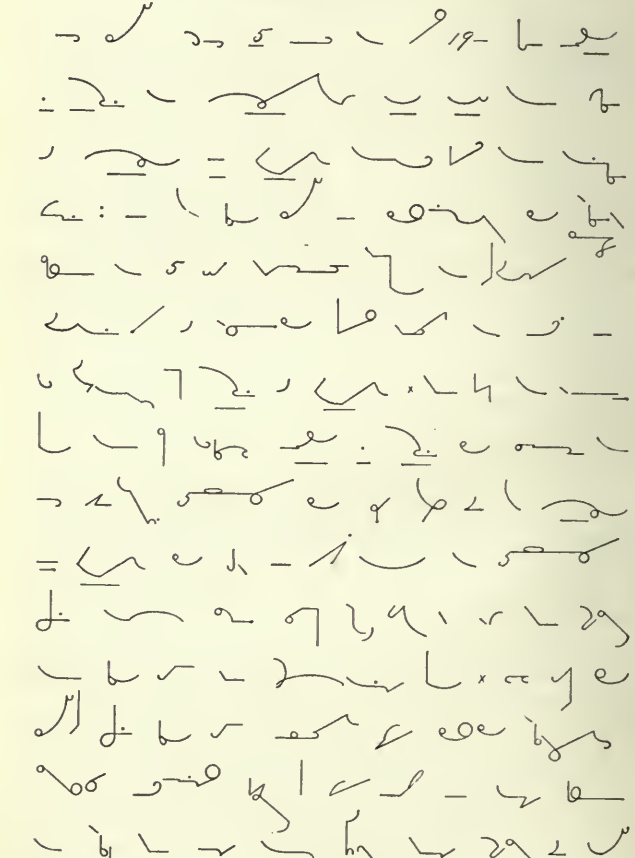
The said parties agree to-associate themselves as co-partners, for a period of five years from-this date, in-the business of buying and selling hardware and-such other goods and commodities as belong in-that line of trade; the name and style of-the firm to-be Smith & Cullen.

For-the purpose of conducting the business of-the above named partnership, Thomas H. Smith has, at-the-date of-this writing, invested Five Thousand Dollars, as capital stock, and-the said Charles T. Cullen has paid in the like sum of Five Thousand Dollars, both of-which amounts are to-be expended and used in common for-the mutual advantage of-the parties hereto in-the management of-their business.

It-is hereby also agreed by both parties hereto, that-they-will-not, while associated as co-partners, follow any avocation or trade to-their-own private advantage, but will, throughout the entire period of co-partnership, put-forth-their utmost and best efforts for-their mutual advantage and-the increase of-the capital stock.

That-the details of-the business may-be thoroughly understood by each, it-is agreed that, during the aforesaid period, accurate and full book accounts shall-be kept, wherein each partner shall record, or cause to-be entered and recorded, full mention of-all money received and expended, as-well-as every article purchased and sold belonging to, or in anywise appertaining to-such partnership; the gains, profits, expenditures and losses being equally divided between-them. It-is further agreed that once every year or oftener, should either

EXERCISE 112.



party desire, a-full, just and accurate exhibit shall-be made to-each other, or to-their executors, administrators, or representatives, of-the losses, receipts, profits and increase made by reason of, or arising from, such co-partnership. And, after such exhibit is made, the surplus profit, if-such there-be, resulting from-the business, shall-be divided between the subscribing partners, share and share alike.

Either party hereto shall be allowed to-draw a-sum, the first year, not exceeding six hundred dollars per annum, from-the capital stock of-the firm, in monthly installments of fifty dollars each, which amount may-be increased by subsequent agreement.

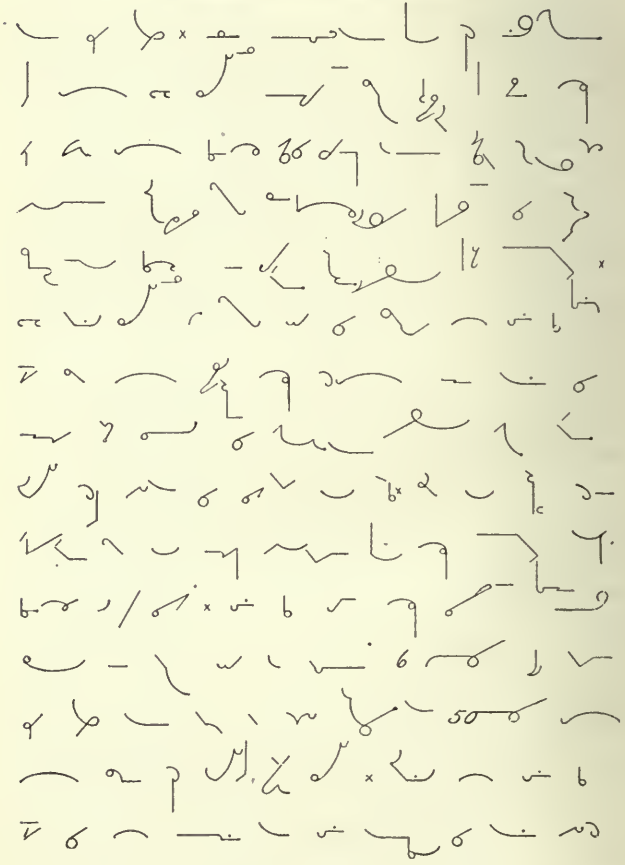
And further, should either party desire, or should death of either of-the parties, or other reasons, make it necessary, they, the said co-partners, will each to-the other, or, in-case of death of-either, the surviving party to-the executors or administrators of-the party deceased, make a-full, accurate and final account of-the condition of-the partnership as aforesaid, and-will fairly and accurately adjust the-same. And also, upon taking an inventory of-said capital stock, with increase and profit thereon, which-shall appear or is found-to-be remaining, all-such remainder shall-be equally apportioned and divided between-them, the said co-partners, their executors or administrators, share and share alike.

It-is also agreed, that in-case of-a misunderstanding arising with the partners hereto, which-cannot-be settled between-themselves, such difference of opinion shall-be settled by arbitration, upon the following conditions, to-wit: Each party to-choose one arbitrator, which two thus elected shall choose a third; the three thus chosen to-determine the-merits of-the case, and arrange the-basis of-a settlement.

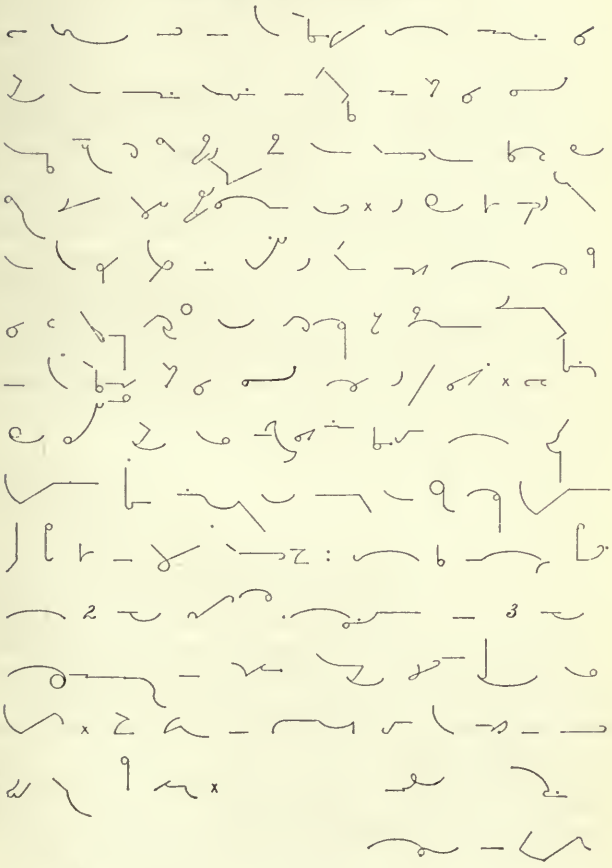
In witness whereof, the undersigned hereto set-their hands, the day and year first above written. THOMAS H. SMITH.
CHARLES T. CULLEN.

Signed in presence of
D. L. SILLERS.
E. A. KENNEDY.

EXERCISE 112—CONTINUED.



EXERCISE 112—CONTINUED.



EXERCISE 113.

FORM OF WILL.

The last will of-me, John Vinton, of-the-town of Oxford, in-the county of Oakland, and State of Michigan, being of sound mind at-the-time of making and publishing this my last will and testament.

I-give and devise all-my estate, real and personal, whereof I-may-die seized or possessed, to James Brown, of-the said town of Oxford, and Thomas Wilson, of-the-same place, to-have and to-hold the same to-themselves, their heirs and assigns forever, upon the uses and trusts following, namely:

In-trust, first, to-pay all-my debts and funeral expenses;

Second, to-pay to-my wife, Mary, upon her sole and separate receipts, the interest, income, and revenue of-all my said estate, during the term of-her natural life;

And, third, upon the decease of my said wife, to convert all-my said estate into money, if such-a course shall-be thought best by my said trustees, and to-pay to-my daughter, Ellen, the one-third part thereof, it seeming to-me best to-give her so large a-share on-account-of-her inability to provide for herself; and-the remaining two-thirds to-be equally divided between my four sons, Frederick, Stephen, James, and John.

If either of-my children shall, before such division, have died, leaving lawful issue, such issue to-receive the parent's share, but, if-there-be no issue, then such share to-fall into-the general fund, to-be divided among the-survivors in-the manner before directed.

And I-hereby give to-my said trustees full power and authority to-sell any or all-of-my real estate at private or public sale, and invest the proceeds, or lease the same, as-they-may deem best for-the interest of-my family.

And if my daughter Ellen shall-not-have attained the age of twenty-one upon-the decease of-her mother, I-hereby nominate, constitute, and appoint my said trustees guardians of-the person and estate of-my said daughter, Ellen, during the remainder of-her minority, commending her to-their fatherly care and protection.

And I-hereby constitute James Brown and Thomas Wilson my executors of-this my last will and testament.

In-witness whereof, I-have hereunto set my hand and seal, this third day of April, in-the year 19—.

JOHN VINTON.

Signed, sealed, published, and declared by John Vinton, the testator above named, as and-for his last will and testament, in-the presence of us, who, in-his presence, at-his request, and-in-the presence of-each other, have hereunto set-our names as witnesses.

Witnesses: N. H.
F. S.

EXERCISE 114.

FORM OF ASSIGNMENT.

This assignment made this fifth day of March, 19—, witnesseth:

That Caleb Johnston, of Adrian, Mich., in consideration of the sum of $1,000 (the receipt of which is hereby acknowledged), assigns, transfers, and sets over to Eben Fox, of Lansing, Mich. (his executors, administrators and assigns), all his titles and interests in and rights under, accounts, debts, demands, goods, merchandise, notes, wares, etc., etc. (according to the nature of the property scheduled), set forth in the schedules marked A, B, C, etc., attached to and made a part of this assignment.

That said Caleb Johnston gives Eben Fox (his executors, administrators, and assigns) the full power to ask, demand, collect, receive, receipt for, compound and give acquittance for the same or any part thereof, and in said assignor's name, or otherwise, but at his or their costs, to prosecute any and withdraw any suits at law or in equity thereof.

Given under my hand and seal, at Adrian, Mich., the day and year first above mentioned.

CALEB JOHNSTON.

EXERCISE 115.

FORM OF LEASE.

This agreement or lease, made this third day of April, between Abner Smith, of Greenfield, Ohio, party of the first part, and Chas. Daniels, of Dearborn, Ohio, party of the sec ond part, witnesseth:

That the said party of the first part does by these presents lease to the said party of the second part the following described property, to-wit: [Describe property.]

To have and to hold the same to the said party of the second part, from the fifth day of April, 19—, to the fifth day of April, 19—.

And the said party of the second part covenants and agrees with the party of the first part to pay the said party of the first part, as rent for the same, the sum of $800, payable as follows, to-wit: [State the times and terms of payment.]

The said party of the second part further covenants with the said party of the first part, that, at the expiration of the time mentioned in this lease. peaceable possession of the said

premises shall be given to the said party of the first part, in as good condition as they now are, the usual wear, inevitable accidents, loss by fire excepted; and that upon the non-payment of the whole or any portion of the said rent at the time when the same is promised to be paid, the said party of the first part may, at his election, either distrain for said rent due, or declare this lease at an end, and recover possession of said premises as if the same were held by forcible detainer, the said party of the second part waiving any notice of such election, or any demand for the possession of said premises.

The covenants herein shall extend to and be binding upon the heirs, executors, and administrators of the parties to this lease.

Witness said parties' hands and seals.

(Signature of Lessor.) (Seal.)
(Signature of Lessee.) (Seal.)

EXERCISE 116.

Form of Power of Attorney.

Know all men by these presents:

That I, Thomas Gardiner of Detroit, Mich., have, by these presents, constituted, made, and ordained, and in my place and stead substituted Elmer Allen to be my lawful, sufficient and true attorney, and in my name, place and stead to [Set forth the purpose or purposes for which the power is given].

That I hereby grant unto my said attorney, full authority and power in and about said premises, and to use all due course, means and process of law for the complete, effectual, and full execution of the business above described, and for said premises to appear and me represent before governors, justices, and ministers of law whomsoever, in any court or

courts of judicature, and there, on my behalf, defend and prosecute all actions, causes, matters and things whatsoever relating to the premises, and in all premises make and execute all due acquittances, discharges, and releases.

That said attorney shall have full authority and power to accomplish, act, determine, do, finish and transact all matters and things whatsoever relating to the premises, and in all said premises make and execute all due acquittances as amply, effectually, and fully to all intents and purposes, as I, his said constituent and principal, if present, might or ought, although said matters and things should require more special authority than is herein comprised and included.

That I hereby ratify and hold firm and valid all matters and things whatsoever my said attorney or his substitutes may lawfully do or cause to be done in and about said premises, by virtue of these presents.

In testimony whereof, I have hereunto set my hand on this 20th day of March, 19—. THOMAS GARDINER.

TENANT'S AGREEMENT.

This certifies that I have hired and taken from Charles A. Chapman, his house and lot, No. 68 Farrar St., in the city of Detroit, State of Michigan, with appurtenances thereto belonging, for one year, to commence this day, at a yearly rental of Eight Hundred dollars, to be paid monthly in advance, unless said house becomes untenantable from fire or other causes, in which case rent ceases; and I further agree to give and yield said premises one year from this first day of January, 19—, in as good condition as now, ordinary wear and damage by the elements excepted.

Given under my hand this day. JAMES ASHTON.

SPECIMEN OF LAW REPORTING.

Portion of Testimony Given in a Patent Case.

Northern District of New York } ss.
County of Seneca }

Deposition taken at Seneca Falls, Seneca County, in said district on the 9th of August, 19—, at Hoag's Hotel.

Present: W. W. Leggett, of counsel for complainants.
E. W. Paige, of counsel for defendants.

Mr. E. W. Paige, on part of defendants, introduced, by consent of counsel for complainants, the testimony of Jacob Bachman, from the printed Ohio records, in the case of John C. Birdsall against Augus McDonald and others, pages 246 to 250 inclusive.

Jacob Bachman, being duly sworn, says:

Q. Are you the same Jacob Bachman whose deposition has just been read? A. Yes, sir.

Q. In your answer to Question 11 in that deposition, you stated that you saw Mr. Feazler operating his combined machine at Mr. Hoster's barn, in Fayette, and you thought it was in 1897. Can you now fix that date exactly? A. To the best of my knowledge, it was in 1896.

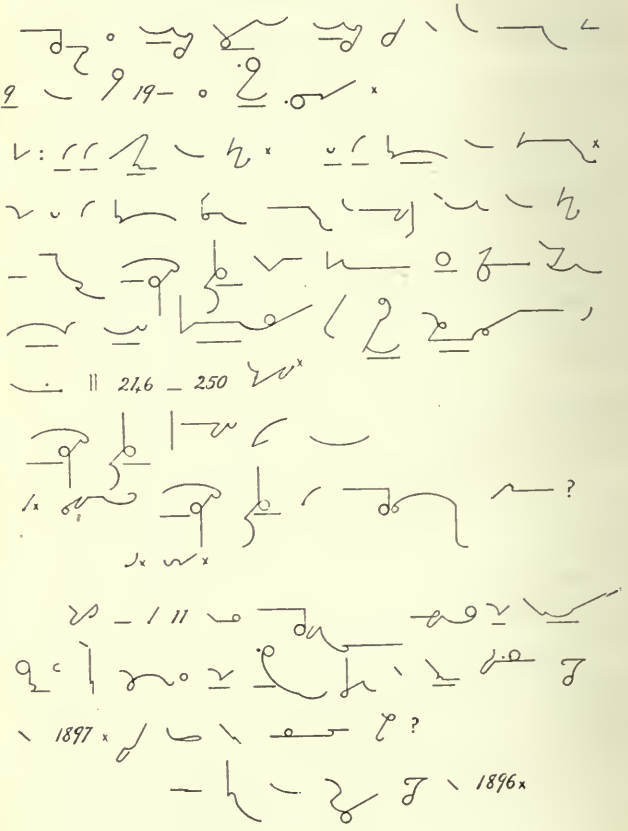
Q. At what time in the year of 1896? A. I think in December.

Q. State how you know it was in 1896? A. I moved from Clifton Springs back to Fayette in the fall of 1896, and Mr. Feazler had built his machine that summer. I was somewhat anxious to see it work. I went there to see it.

Q. Where did you live before you went to live at Clifton Springs? A. I lived in the town of Fayette.

Q. When did you move to Clifton Springs? A. In the spring of 1895.

EXERCISE 117.



Q. Where did you live after you left Clifton Springs? A. I lived in the town of Fayette.

Q. And when you moved from Clifton Springs you saw the machine working as described? A. Yes, sir.

Q. What was the machine threshing on that occasion? A. Clover.

Q. How well did it do it? A. Very well.

Q. Have you known anything of the history of this machine since that time? A. I have as a wheat thresher only.

Q. Have you known of its use as a clover thresher since that time? A. By hearsay only.

Cross-examined by counsel for complainants:

Q. Since you saw that machine at work in Hoster's barn, have you seen it thresh or hull clover? A. I could not say positively I have, but I think I have: I cannot give the place.

Q. Nor the time? A. No, sir; I couldn't say the time.

Q. And at the time you saw it at work in Hoster's barn it was threshing clover seed, was it? A. Yes, sir.

Q. Are you sure it was not doing something else? A. Yes, I am sure it was not doing anything else.

Q. You swear positively, then, do you, that it was doing nothing but threshing clover seed? A. Yes, sir, and hulling it at the same time.

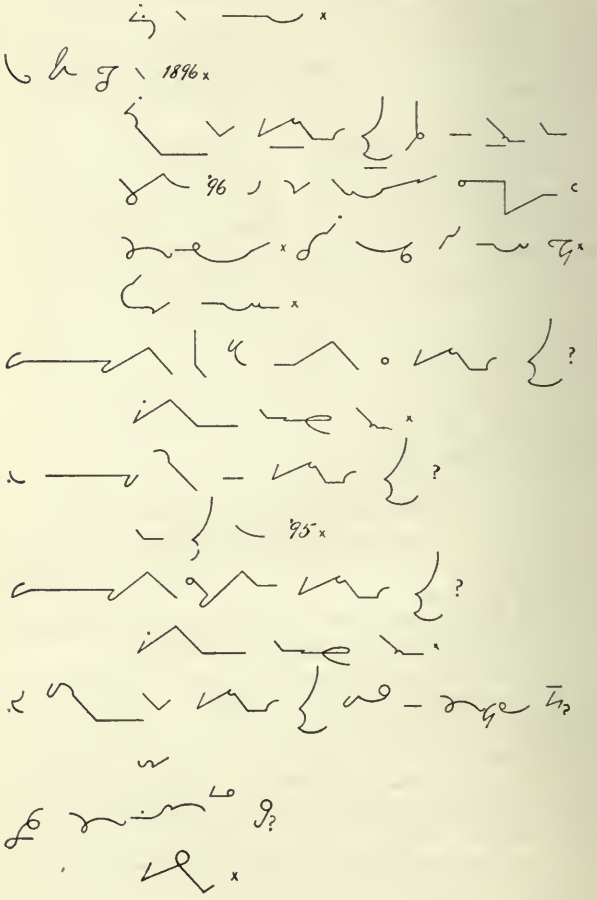
Q. Then it was doing something more than threshing? A. Threshing and hulling and cleaning.

Q. Please state if you know how clover was gathered at that time preparatory to being threshed or hulled? A. Generally cut by a reaper machine, and drawn in by wagon and put into barn.

Q. When you gave your testimony in the Ohio cases, who asked you to give your testimony? A. Mr. Corwin, here in town, came up after me.

Q. Did Mr. George Westinghouse call upon you for that

EXERCISE 117—CONTINUED.



purpose at that time, or at any time prior to giving your testimony? A. No, sir; I never saw the man to my knowledge in my life until after I was subpenaed.

Q. Did you, after you were subpenaed and before testifying, converse with him in relation to the Feazler machine and what you knew about it? A. Very little, sir, if anything; I couldn't say that we had any conversation relative to the case before testifying.

Q. Since testifying in the Ohio cases have you conversed with Mr. George Westinghouse relative to the said date of seeing the Feazler machine at work? A. No, sir, I think not.

Q. Do I understand you to mean that you have not? A. I have not seen the man since the trial at Rochester before today.

Q. What caused you to change your mind as to the time you saw the Feazler machine at work? State fully. A. It was either in December, 1896, I think I said at the other trial, or in January, 1897, I do not think I have changed my mind as to the date.

Q. Then your former testimony was correct? A. I believe so; yes, sir.

Q. I understand you that after you moved to Fayette you saw the Feazler machine at work in Hoster's barn; about how long after you moved to Fayette was it that you went to see the machine? A. I couldn't say positively, sir; probably three months.

Q. Do you recollect the month when you went to Fayette? A. It was in October, the first part of it.

Re-direct by Mr. Paige, counsel for defendants:

Q. Have you now any doubt of the time when you saw that machine work, as you described it? A. No, sir.

Q. When was it? A. It was either in the month of December, 1896, or in the first part of 1897, in January.

Q. How long is the straw when clover is cut by a reaper machine? A. That depends upon clover, if cut close to ground, pretty much the whole length of the clover.

Re-cross-examined:

Q. Did you pay particular attention at the time you saw the Feazler machine working to see how long the straw was? A. I did not measure any of it: It was of the usual length raised on that farm.

Q. Will you say positively that it was two inches long on an average, or will you swear positively that it would average any other length? A. My best judgment would be that it would average from twelve to fifteen inches.

Fragment of a Trial.

Joseph Cook, cross-examined by Mr. Speed:

Q. When were you appointed Inspector? A. In 1877.

Q. When were these rules adopted? A. I don't know exactly. I can tell by looking at our proceedings.

Q. Were you present at their adoption? A. No, sir.

Mr. Speed—Then I object on the ground that Mr. Cook was not present at their adoption—you know personally nothing about their adoption, do you? A. No, sir.

Court—Do you know who adopted those rules? A. They were adopted by the Board of Supervising Inspectors of steam vessels, at the city of Washington.

Q. Were you a member of that board? A. Not at that time.

Q. You are now, are you? A. Yes, sir.

Q. How did you get possession of those rules? A. They were sent me by the Treasury Department. They are printed from year to year as amendments may be made to them.

Q. They purport to be printed by authority of the Government?

Mr. Speed—No, sir; they are marked and approved by the Secretary of the Treasury and printed at the Government printing office; that is all.

Court—Have you any further questions to ask, Mr. Russell?

Mr. Russell—No, your honor.

Court—Were these sent to you for your official guidance by the Treasury Department? A. Yes, sir.

Mr Russell—Are they in force now and in actual use upon the lakes? A. Yes, sir.

Q. And have been ever since you have been in office? A. They were changed in some parts.

Q. Were they in force on the 22nd of July? A. Yes, sir.

Q. Were they in use on the lakes on the 22nd of last July? A. Yes, sir. Objected to.

Q. Were they in actual use and posted up in every steam vessel on the lakes to your knowledge? A. They were supposed to be.

Q. You are Supervising Inspector of the District in which the Detroit river is located? A. Yes, sir.

Q. State whether so far as in you lay you enforced the law at that time, that these rules should be set up in every steamboat? A. We endeavored to. We have generally distributed two copies of the rules of the Board of Supervising Inspectors in regard to lakes and seaboard, to every master of a vessel sailing out of this port. They sometimes neglect to put them up; sometimes they are lost or destroyed. But we endeavor to have two copies aboard of each boat.

Q. State whether they are printed on a large sheet of paper, with a wooden frame covered with a glass front and put in a conspicuous place in each steamboat? A. No, sir; the law does not specify that they must put them under glass. But it has been the custom of smaller boats to put those

printed rules up, and they sometimes just tack a piece of wood as a frame all around it and it is set up in the pilot house.

Q. Well, we will not stand on the glass, if it is there. A. The law does not specify that it shall be under glass.

Court—The law specifies that it must be put up in a conspicuous place? A. Yes, sir.

Q. And those were the rules which it was your duty to distribute last season? A. It is not exactly my duty, but it is my duty to see that they are distributed; the local Inspectors do that.

Q. Were those rules the rules which governed you officially at the time of the collision between the Garland and the Mamie? A. Yes, sir.

Q. You investigated it afterwards? A. No, sir; the local Inspectors.

Q. You remember the event? A. Yes, sir.

Q. And these rules were then in force? A. Yes, sir.

Q. Governing you as well as the local Inspectors and the steamboat people? Yes, sir.

Mr. Speed—Are the notes in fine type considered any part of the rules? A. No, sir; they are simply explanatory of the rules.

Q. They are not part of the rules? A. No, sir; they are explanatory of the rules, however.

Q. Are those the rules that are applicable to the lakes—those rules for western rivers? A. Western rivers are rivers flowing into the Gulf of Mexico.

Q. And do not apply to Detroit river at all? A. Do not apply to Detroit river.

Court—Does anyone else desire to object to the rules?

Mr. Moore—We do not.

Mr. Speed—I have made an objection.

Court—Rule three will be admitted, giving Mr. Speed an exception.

Now, is there anything you wish to put in, in connection with it? You said Mr. Canfield, there might be something that you would wish to put in as bearing upon it.

Mr. Canfield—No, your honor.

Mr. Russell—So far as I am concerned I am entirely willing that all the rules and laws and statutes in the world in reference to navigation of vessels may go in. I use that in a figurative sense; I mean all that these gentlemen want to see.

Court—Mr. Canfield, you can look them over, and if there is anything you wish to offer bearing upon the subject, it will be admitted.

And thereupon the plaintiff rested his case.

Mr. Speed—Your honor, I desire to renew the motion I made yesterday.

Court—Do you mean in regard to the Garland?

Mr. Speed—Yes, sir.

Court—It will be overruled as it was yesterday.

Mr. Speed—I would suggest this course for the purpose of your honor considering it, that these gentlemen go on with their defense. It would be obviously unjust to them that I should put in part of my defense if your honor should conclude that I should not go on.

Mr. Canfield—I wish to state, for the purpose of explaining our views in regard to that, and also for the purpose of saving the point upon the record, that we shall object to any evidence offered on the part of the Garland which has any tendency to implicate the Mamie.

The Garland has a plea of the general issue. Your honor will see the danger to the defendants in allowing the defendants represented by Mr. Speed to go into the general issue, for the purpose of proving faults which are not alleged, of which we are not apprised in any way, against the other de-

fendants. It would be equally unfair, may it please your honor, I suggest, and dangerous to the other defendants, to call upon them to go forward. Their witnesses are in court, I will suppose, that you are about to stand. Now, all that could be acquired would be to make the case made by the plaintiff.

If your honor shall hold that Mr. Speed's objection is not well taken, and that he must stand his trial here, then these witnesses should have already been sworn, and sworn to another point than what we are now legally bound to meet. I say we shall either be compelled to recall those witnesses, or compelled to go on and try an entirely different case from what is made here; and therefore we think it is our duty to object to the proceeding in order that we may save our legal rights in the case.

After considerable discussion by counsel Mr. Dickinson moves to strike out all the testimony, as not tending to show any responsibility of the owners of the Mamie; as not showing that she was a common carrier, and bound to exercise the degree of diligence required; that she is not charged as a common carrier; that it is not shown that she was guilty of any negligence; and that none of the evidence tends to establish the case made by the declaration.

Mr. Dickinson also asks the Court to direct a verdict in favor of the Mamie.

In case this request should not be granted, and the motion to strike out the testimony be overruled, Mr. Dickinson claims the right to go to the jury upon the testimony already in and before any further testimony shall have been offered.

Pending the consideration of the questions raised by counsel the Court adjourns.

USE OF PUNCTUATION MARKS.

A knowledge of punctuation is of the utmost importance to the stenographer, and yet few students of the art possess that knowledge. To overcome this difficulty, we have subjoined a few simple rules, which we would advise learners to thoroughly commit to memory. The best way to fix them in the mind, is to use the article as a shorthand writing exercise, and to practice upon it in that way, until the rules can be remembered and applied without hesitation.

The COMMA (,) divides qualifying words and also clauses of sentences. It is used where "and" is omitted; as, "*A tall, dark, foreign-looking man.*" "*He intended going, but changed his mind.*" "*If I were you, however, I would go, as they will expect you.*" It divides figures into groups of three, or thousands; as, "*93,000,000 miles to the sun.*" It is used before *brief* quotations; as, "*The prisoner shouted, 'Hold up your hands.'*"

The SEMICOLON (;) is used to separate different parts of a sentence not closely connected, or long clauses having commas in them.

The COLON (:) signifies that something is to follow—generally a quotation; as, "*The ancients had this maxim: 'Know thyself.'*" "*An earnest student will act as follows: He will procure a note-book, etc.*" "*To the Editor of the New York Times:*"

The PERIOD, or *full stop* (.), closes complete sentences, no matter of what brevity or length; as, "*Fear God. Let all your aims be pure. Dare to do right.*" It follows ab-

breviations; as, "*M. D.*" "*Rt. Rev. Dr.*" "*A bundle of MSS.*" It separates dollars and cents and other decimals; as, "$20.00, $17.25." "*The ratio is .79 to 7.15.*" Where classes or groups are designated by A, B, C, etc., no period is used, as these are not abbreviations; as, "*He enlisted in Co. C, but soon afterwards deserted.*"

The DASH (—) follows a broken sentence; as, "*Will you not declare— but I appeal in vain.*" It supplies omitted letters in names; as, "*The town of B—.*" "*Susie L—'s diary.*" It connects phrases with a common predicate; as, "*To live, to die, to be buried—this is the common lot.*"

The INTERROGATION (?) signifies a question asked; as, "*How?*" "*What say you?*" "*Can one expect progress without application?*"

The EXCLAMATION (!) follows ejaculations; as, "*Ah!*" "*Dear me!*" "*Alas, that I was so blinded!*" "*Hurrah for Cleveland!*"

The HYPHEN (-) joins compounded words; as, "*Deer-stalker.*" "*A rose-colored view.*" "*Pan-Handle Railroad.*" "*A what-care-I air.*"

PARENTHESES ( ) inclose words or clauses which might have been omitted without destroying the sense; as, "*Poor people* (*and they are numerous*) *were objects of pity to him.*" "*He wore a bright* (*though ragged*) *jacket.*"

BRACKETS [ ] are to be distinguished from parentheses. They signify something *outside* of the author's words is added; as, "*The following premises, to-wit* [*Here describe the property.*]" *His authority* [*Cooley*] *is silent on this point.*"

CAPITAL LETTERS.

The following should begin with capital letters:

Names of persons and places; as, "*John, New York.*"

Adjectives from proper names; as, "*Christian, Roman, American.*"

The first word of a direct quotation; as, "*He exclaimed: 'This man has wounded me.'*" If the quotation is indirect, a capital is not used; as, "*He cried out that the man had wounded him.*"

The first word of every sentence; and of every line of verse, *except* where one measure is run over to the next line.

All addresses; as, "*Mr. President,*" "*My dear Sir,*" "*Dear Sirs,*" "*Gentlemen.*"

Official titles before the person's name; as, "*Gov. Andrew, President Cleveland, Dictator Lopez, Ald. Smith.*"

The important words in titles of books; as, "*A Symposium of Comic Cullings, from the French of M. Phunni, by a Lover of Laughter.*"

Names of memorial days; as, "*Independence Day.*" "*Freedmen's Day.*" "*Decoration Day.*"

The pronoun "I" and the invocation sign "O" are written in capital letters.

NOTE.—Many writers confound "O" with the interjection "Oh." The former is never properly used except as a sign of invocation, as: "*O Lord!*" "*O King, live forever!*" "*O gracious Providence.*" The latter is an exclamation of emotion or passion, as: *Oh, do not leave me!*" "*Oh, could I see you!*"

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